

High performance. Delivered.



**END USER TRAINING**

**PROJECT SAKSHAM**

29<sup>th</sup> Apr 2020

# Introduction to ERP & SAP

## ERP – Enterprise Resource Planning

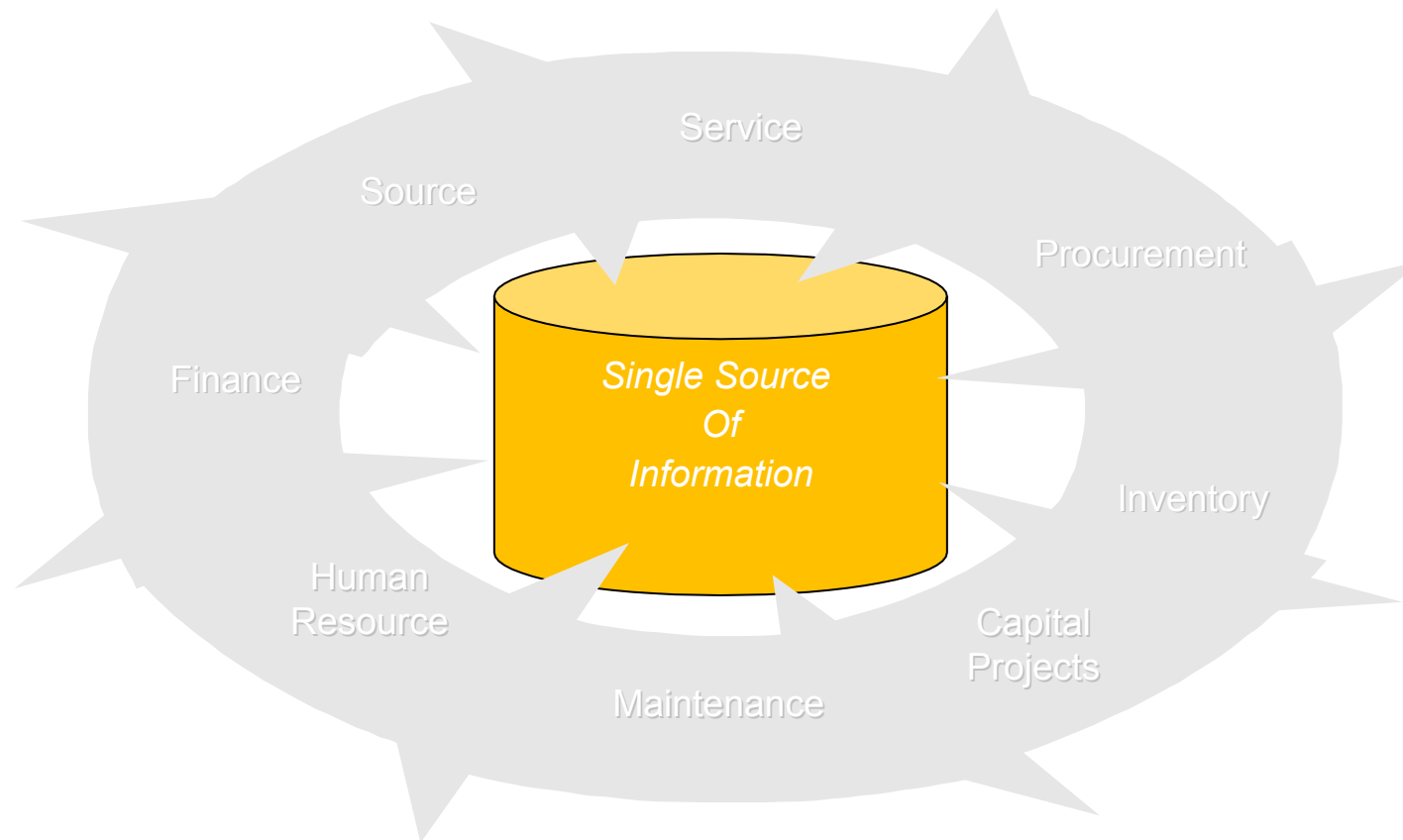
- ❑ Enterprise Resource Planning (ERP) application is a set of integrated modules that helps the Distribution Utility to perform its day to day activities in a standardized and transparent manner.
- ❑ ERP helps in streamlining the flow of data in real time between different departments such as Procurement, Inventory, Finance, Projects and Human Resource.

## SAP – Systems, Applications, Products in data processing

- ❑ SAP SE is German multinational Software Corporation established in 1971.
- ❑ Regional Offices in 180 Countries covering more than 4 lakh Customer base.
- ❑ SAP for Public Sector helps more than 1,250 public sector organizations in 70 countries.
- ❑ In India, SAP has around 10000 clients in all major domains including Government/PSU clients

# SAP – Integrated Platform

- ❑ SAP is a set of applications that will help integrate all backroom business processes
- ❑ SAP will help BEST transcend boundaries between different departments such as procurement, finance, maintenance and human resource and will facilitate transparent flow of information between all functions in real time



# ERP (SAP) APPLICATION READINESS



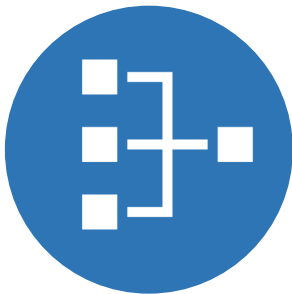
**100+**  
Project Core Team  
Members



**60+**  
Accenture  
Consultants



**25+**  
AS-IS Documents  
Signed-off



**50+**  
Requirement Gathering  
Workshops across  
DISCOMs



**15+**  
Change  
Management  
Workshops



**120+**  
L4 Processes  
signed-off



**60+**  
Testing and Data  
Workshops



**120+**  
Test Scripts



**15+**  
End to End  
Scenarios



**70+**  
Training Manual

# Business Process Master List - HCM

## Manpower Planning & Recruitment

- Organizational Management – Organogram, Manpower Planning, Organization needs, Sanction and additional strength
- Vidyut Seva Aayog, Deceased recruited

## Personal Administration

- Joining / Promotion / Transfer etc. Actions / Personal file / Service Book Maintenance
- Employee Master data
- Disciplinary Procedures
- Grievance Redressal
- UPPCL Quarter Allotment

## Travel Management

- Travel Request
- Expense Reimbursement
- Expense Reimbursement
- Approvals
- Payments

## Payroll Processing

- Salary Master data
- Pay bill and Pay slips
- GPF / CPF
- Accounting to Finance
- Investment data, Disbursements

## Time Management

- Leave data maintenance
- Shifts data
- Attendance data

## Training & Development

- Various training programs,
- Training plan, approvals,
- Faculty registration, Budget approvals,
- Faculty payments

## Performance Appraisal System

- ACR Process
- NRC
- Adverse Rating Process



# Training Schedule

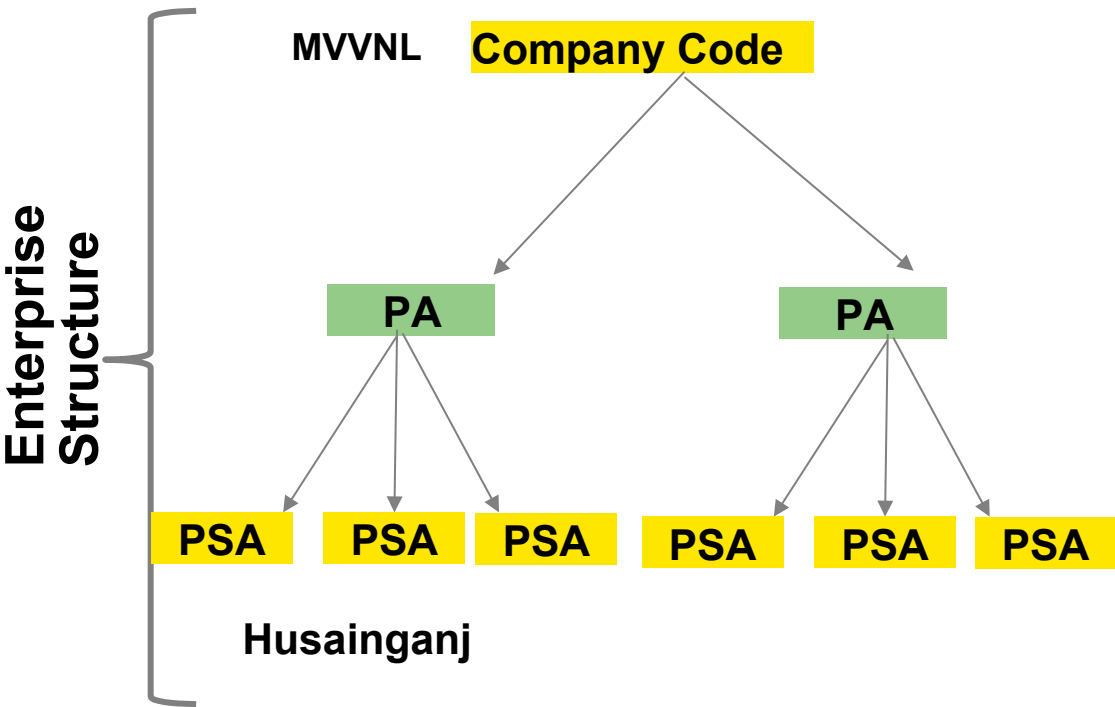
Day	Date	Time (pm)	Module	Faculty	Duration (Min)	Process	User Manual
Day-1	29-Apr-20	11:30 - 11:45	HR	Raghunath	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Ajit	90	<ul style="list-style-type: none"> <li>- Vacancy Creation, Job Posting &amp; Applicant Hiring</li> <li>- Creation of Job</li> <li>- Creation of Position and Assignment</li> <li>- Creation of Org-Unit and Assignment</li> <li>- Joining of an employee based on various requirements at PCL</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_OM-1-3 Position Creation V0.2</li> <li>- User Manual_HRM_OM-4 Update Organogram &amp; Fill Vacancies V0.2</li> <li>- User Manual_HRM_OM-5 Recruitment_V0.2</li> <li>- User Manual_HRM_PA-2 JOINING ACTION_V0.2</li> </ul>
		13:30 - 14:00	HR	Ajit & Raghunath	15	Q & A Session	
Day-2	30-Apr-20	11:30 - 11:45	HR	Ajit	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Ajit	90	<ul style="list-style-type: none"> <li>- Regularization, Probation extension and Confirmation of employee</li> <li>- Transferring an employee to different units within PCL</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-1 Maintain Employee Master data_V0.2</li> <li>- User Manual_HRM_PA-3 Probation Action_V0.2</li> <li>- User Manual_HRM_PA-4 Probation extension Action_V0.2</li> <li>- User Manual_HRM_PA-5 Confirmation Process_V0.2</li> <li>- User Manual_HRM_PA-6-Transfer Module_V0.2</li> </ul>
		13:30 - 14:00	HR	Ajit & Raghunath	15	Q & A Session	
Day-3	01-May-20	11:30 - 11:45	HR	Gursewak	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Gursewak	90	<ul style="list-style-type: none"> <li>- Employee Promotions based on performance &amp; Time bounds</li> <li>- Employee deputations to different units</li> <li>- Normal and ACP Increment, Pay revision to employees at PCL</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-7 Promotion process_V0.2</li> <li>- User Manual_HRM_PA-8 Deputation Action_V0.2</li> <li>- User Manual_HRM_PA-10 Change in pay Action_V0.2</li> </ul>
		13:45 - 14:00	HR	Gursewak & Raghunath	15	Q & A Session	
Day-4	02-May-20	11:30 - 11:45	HR	Gursewak	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Gursewak	90	<ul style="list-style-type: none"> <li>- Disciplinary Proceeding master data</li> <li>- Suspension period end - and revoke to pay employees actual salary</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-12 Suspension and Revoke Suspension Action_V0.2</li> <li>- User Manual_HRM_PA-15 Disciplinary Proceedings_V0.2</li> </ul>
		13:45 - 14:00	HR	Gursewak & Raghunath	15	Q & A Session	
Day-5	04-May-20	11:30 - 11:45	HR	Ajit	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Abhinav	90	<ul style="list-style-type: none"> <li>- Assigning the work schedule for the employees</li> <li>- Various quota generation as per the PCL policies</li> <li>- Applying leaves in IT 2001 (in ECC) &amp; Portal</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_TM-1 Holidays &amp; Shifts of employee_V0.1</li> <li>- User Manual_HRM_TM-2-Leave Request_Approval_V0.1</li> </ul>
		13:45 - 14:00	HR	Abhinav & Raghunath	15	Q & A Session	

# Training Schedule

Day	Date	Time (pm)	Module	Faculty	Duration (Min)	Process	User Manual
Day-6	06-May-20	11:30 - 11:45	HR	Ajit	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Abhinav / Mandeep	90	<ul style="list-style-type: none"> <li>- Maintaining employee Salary structure.</li> <li>- Maintaining employee Recurring Payments / Deductions</li> <li>- Based on payroll area wise</li> <li>- Based on Separate employee groups/payroll areas to run individually</li> <li>- Retro-active runs to pay/deduct accordingly the difference amounts</li> <li>- Process Reimbursements in off cycle</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-1 Maintain Payroll Master Data Pay component_V0.2</li> <li>- User Manual_HRM_PY-2 PF Process_V0.1</li> <li>- User Manual_HRM_PY-3- Reimbursement (Off cycle)- Process_V0.2</li> <li>- User Manual_HRM_PY-4 posting of salary payments to accounting_V0.2</li> </ul>
		13:45 - 14:00	HR	Mandeep & Raghunath	15	Q & A Session	
Day-7	07-May-20	11:30 - 11:45	HR	Mandeep	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Mandeep	90	<ul style="list-style-type: none"> <li>- Maintain Employee Sanction Component and to be processed in Payroll run</li> <li>- Income Tax declaration from ESS</li> <li>- Pay slip and Statutory Forms</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-6 Investment and Tax Declaration_V0.2</li> <li>- User Manual_HRM_PY-7 Salary Simulations_V0.2</li> </ul>
		13:45 - 14:00	HR	Mandeep & Raghunath	15	Q & A Session	
Day-8	08-May-20	11:30 - 11:45	HR	Gursewak	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Gursewak	90	<ul style="list-style-type: none"> <li>- Separation of employee from the company - on various reasons (Resignation, Termination, Absconding, Retirement)</li> <li>- Full and Final Settlement</li> </ul>	- User Manual_HRM_PY-5 Full Final settlement_V0.2
		13:45 - 14:00	HR	Gursewak & Raghunath	15	Q & A Session	
Day-9	11-May-20	11:30 - 11:45	HR	Gursewak	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Gursewak	90	<ul style="list-style-type: none"> <li>- NOC Request/Approval/Reports</li> <li>- Request, Approval, Allotment and Vacate Quarter</li> <li>- Grievance Management - Request, Resolution</li> <li>- Conference Room Booking - Request, Approval, Allotment and Vacate Room</li> <li>- Annual Property Return - Request, Display</li> <li>- Training - Create Resources, Create Events, Schedule Events, Mark Attendance, Reports</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-14 NOC_V0.2</li> <li>- User Manual_HRM_PA-17 Annual property statement_V0.2</li> <li>- User Manual_HRM_PA-21_Grievance_Full_Process_V0.2</li> <li>- User Manual_HRM_PA-22 Conference_Room_Booking_V0.2</li> <li>- User Manual_HRM_PA-23_GuestHouse_Application_V0.2</li> </ul>
		13:45 - 14:00	HR	Gursewak & Raghunath	15	Q & A Session	
Day-10	13-May-20	11:30 - 11:45	HR	Ajit	15	Project and HR module overview	PPT- Business process master list
		11:45 - 13:45	HR	Ajit	90	<ul style="list-style-type: none"> <li>- Create Travel Request and Approval</li> <li>- Create Travel Expenses and Approval &amp; Settlement</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_TRM-1 Admin_V0.1</li> <li>- User Manual_HRM_TRM-1 Travel request Expense_V0.1</li> </ul>
		13:45 - 14:00	HR	Ajit & Raghunath	15	Q & A Session	

# SAP Enterprise Structure

- ▶ Elements of Enterprise Structure
  - ▶ Company Code
  - ▶ Personnel Area
  - ▶ Personnel Sub-Area



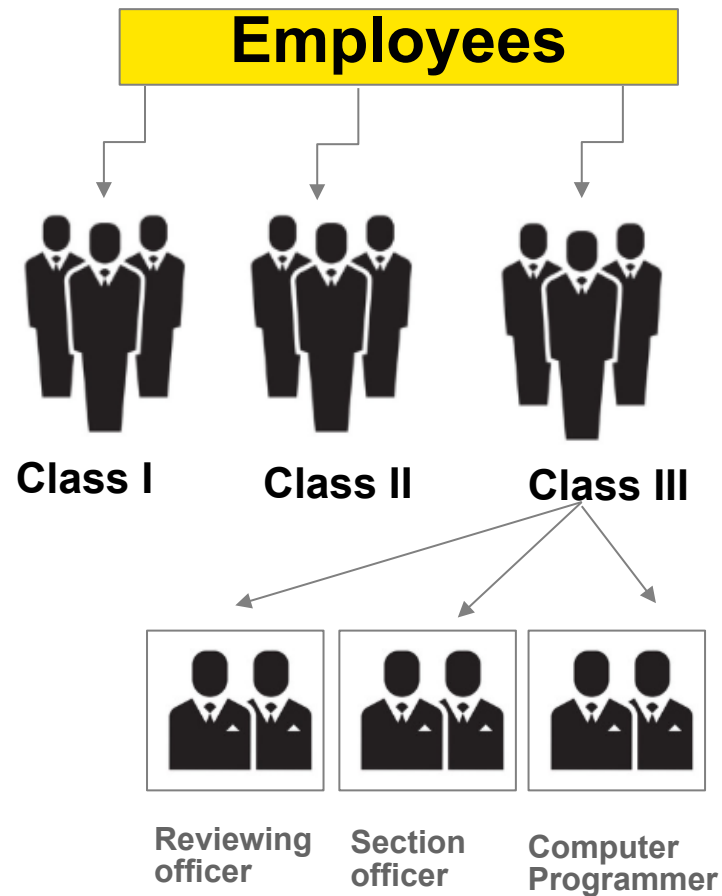
Company	Level	PA-Zone	PA Text	Logic of code(PA)	PSA Code	PSA- Text	Logic Of code (PSA)
UPPC	Discom Head Office	UH00	Head Office	U=UPPCL,H=Head Office, 00=Seq. No.	UH00	Head Office	
	Head Office Divisions	UH00	Head Office		UH01	CPC	
	Head Office Divisions	UH00	Head Office		UH02	ZAOMM	
MVVN	Discom Head Office	MH00	Head Office	M=MVVNL,H=Head Office, 00=Seq. No.	MH00	Head Office	M=MVVNL,H=Head Office, 00=Seq. No.
	Head Office Divisions	MH00	Head Office		MH01	Civil	
	Head Office Divisions	MH00	Head Office		MH02	Store	
	Head Office Divisions	MH00	Head Office		MH03	Workshop	
	Zone	MZ01	LESA Zone	M=MVVNL, Z=Zone, 01=Seq. No.	MZ01	LESA Zone	M=MVVNL, Z=Zone, 01=Seq. No.
	Circle	MZ01	LESA Zone		MC10	EUDC 1 - Urban Distribution 1	M=MVVNL, C=Circle,1= Last digit of Zone code, 0=Circle Seq. No.
	Division	MZ01	LESA Zone		M101	EUDD-Husainganj	M=MVVNL, C=Circle,1= Last digit of Zone code, 0=Last digit of Circle code,1= Seq. No (division)
	Zone	MZ02	Bareily		MZ02	Bareily	
	Circle	MZ02	Bareily		MC20	EDC-Bareily	
	Division	MZ02	Bareily		M201	EDD 1 - Bareily	8



# SAP Personnel Structure

➤ Describe an employee position classification within a company. Employee compensation and other eligibility varies accordingly to personnel structure.

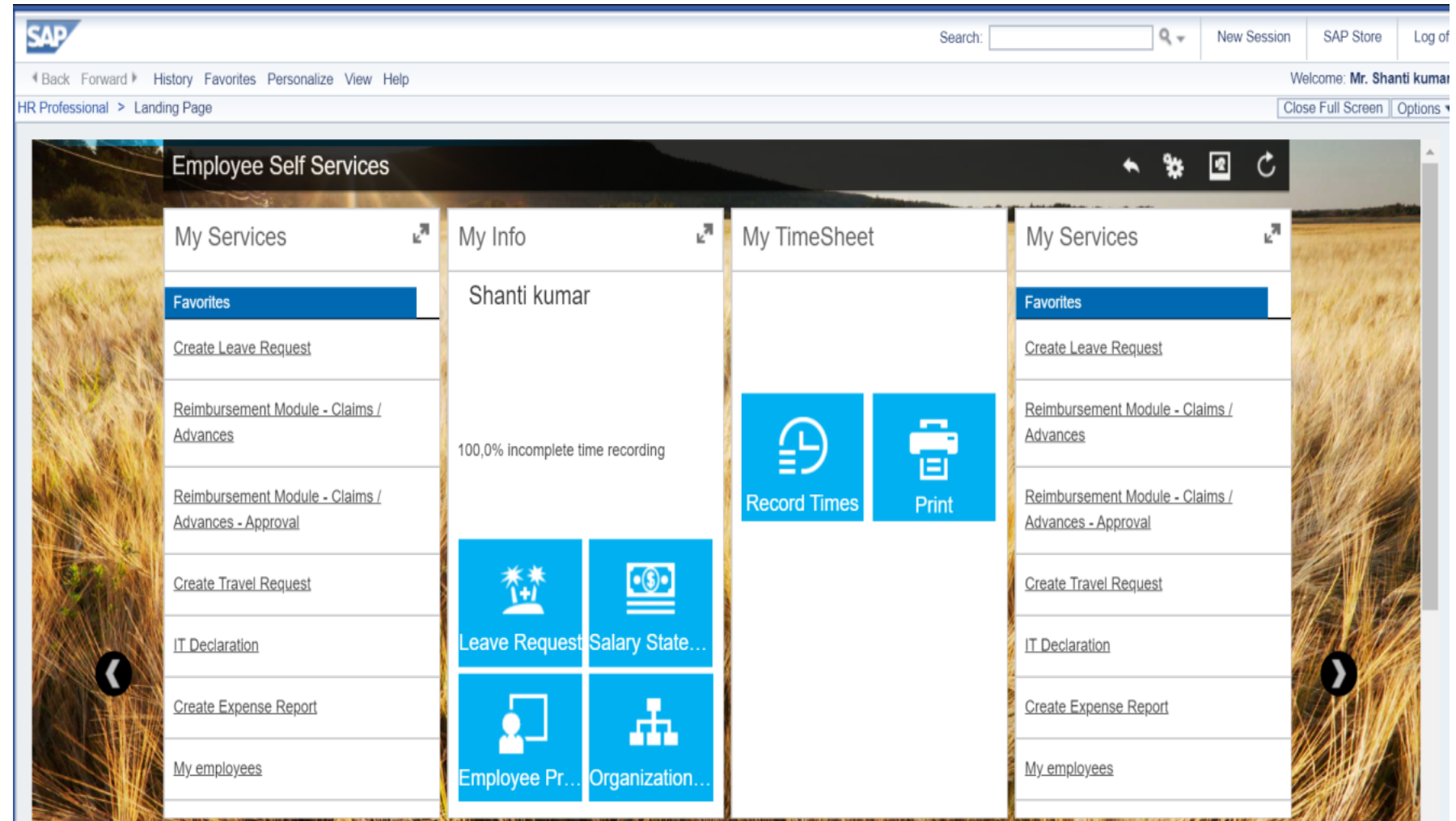
Administrative – Personnel Structure



Cadre	Employee group	Employee subgroup	Name of employee grp	Name of EE subgroup	Number Range (Employee code)
Management	A	IA	Class I	Chairman	10000001-10999999
Management	A	IB	Class I	Managing Director	10000001-10999999
Management	A	IC	Class I	Director	10000001-10999999
Management	A	ID	Class I	Company Secretary	10000001-10999999
Engineering	A	EC	Class I	CE-Lv1-E&M	11000001-11999999
Engineering	A	ED	Class I	CE-Lv2-E&M/AS	11000001-11999999
Engineering	A	EF	Class I	SE-E&M/JS	11000001-11999999
Engineering	A	EK	Class I	EE-E&M/DS	11000001-11999999
Engineering	B	EM	Class II	AE-E&M	11000001-11999999
Engineering	C	EU	Class III	JE-E&M	11000001-11999999
HeadOffice	A	H1	Class I	Addl. Secretary (M)	15000001-15399999
HeadOffice	A	H2	Class I	Joint Secretary (M)	15000001-15399999
HeadOffice	A	H3	Class I	Dy Secretary (M)	15000001-15399999
HeadOffice	A	H4	Class I	Under Secretary (M)	15000001-15399999
HeadOffice	B	H5	Class II	Section Officer	15000001-15399999
HeadOffice	B	HD	Class II	Per Secretary Lev. 2	15000001-15399999
HeadOffice	B	HE	Class II	Chief Admn Officer	15000001-15399999
HeadOffice	C	H6	Class III	Reviewing Officer	15000001-15399999
HeadOffice	C	H7	Class III	Asst. Rev.Officer	15000001-15399999
HeadOffice	C	H8	Class III	Computer Programmer	15000001-15399999

# SAP HR Renewal Portal - Features

- Employee Profile
- Leave Request / Approval
- Attendance detail & approval
- ACR- Annual confidential report
- Training Request
- Separation Request status
- Salary Statement – Payslip
- Reimbursement /Claim Request & Approval
- IT Declaration
- Quarter allocation request & approval
- NOC Application
- Transfer /Handover/takeover request & approval
- Form 16





# THANK YOU!

[https://drive.google.com/drive/u/0/mobile/folders/1OrnCH\\_F-0glVheiaDDSVzz-Mn6jlSCvL?usp=drive\\_open](https://drive.google.com/drive/u/0/mobile/folders/1OrnCH_F-0glVheiaDDSVzz-Mn6jlSCvL?usp=drive_open)

## Annexure – 1: Training Schedule

**HR Module – 11.30 AM to 02.00 PM**

Sr. No.	Date	Business Process	User Manual Reference	Audience	Meeting Invite
1	29 <sup>th</sup> Apr	<ul style="list-style-type: none"> <li>- Vacancy Creation, Job Posting &amp; Applicant Hiring</li> <li>- Creation of Job</li> <li>- Creation of Position and Assignment</li> <li>- Creation of Org-Unit and assignment</li> <li>- Joining of an employee based on various requirements at PCL</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_OM-1-3 Position Creation V0.2</li> <li>- User Manual_HRM_OM-4 Update Organogram &amp; Fill Vacancies V0.2</li> <li>- User Manual_HRM_OM-5 Recruitment_V0.2</li> <li>- User Manual_HRM_PA-2 JOINING ACTION_V0.2</li> </ul>	All HR Establishment officials at DISCOM HQ	Meeting Completed.
2	30 <sup>th</sup> Apr	<ul style="list-style-type: none"> <li>- Regularization, Probation extension and Confirmation of employee</li> <li>- Transferring an employee to different units within PCL</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-1 Maintain Employee Master data_V0.2</li> <li>- User Manual_HRM_PA-3 Probation Action_V0.2</li> <li>- User Manual_HRM_PA-4 Probation extension Action_V0.2</li> <li>- User Manual_HRM_PA-5 Confirmation Process_V0.2</li> <li>- User Manual_HRM_PA-6- Transfer Module_V0.2</li> </ul>	All HR Establishment officials at DISCOM HQ & Zone level	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=mc85d7561f891979a9bd678d5477042e2">https://uppcl.webex.com/uppcl/j.php?MTID=mc85d7561f891979a9bd678d5477042e2</a>  Meeting ID – 912 940 196 Meeting Password - 12345
3	1 <sup>st</sup> May	<ul style="list-style-type: none"> <li>- Employee Promotions based on performance &amp; Time bounds</li> <li>- Employee deputations to different units</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-7 Promotion process_V0.2</li> <li>- User Manual_HRM_PA-8 Deputation Action_V0.2</li> <li>- User Manual_HRM_PA-10 Change in pay Action_V0.2</li> <li>-</li> </ul>	All HR Establishment officials till Division level	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=m4cea04126d7421060d4ab1dfdfdd392">https://uppcl.webex.com/uppcl/j.php?MTID=m4cea04126d7421060d4ab1dfdfdd392</a>  Meeting ID – 914 892 443 Meeting Password - 12345

Sr. No.	Date	Business Process	User Manual Reference	Audience	Meeting Invite
		<ul style="list-style-type: none"> <li>- Normal and ACP Increment, Pay revision to employees at PCL</li> </ul>			
4	2 <sup>nd</sup> May	<ul style="list-style-type: none"> <li>- Disciplinary Proceeding master data</li> <li>- Suspension period end - and revoke to pay employees actual salary</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-12 Suspension and Revoke Suspension Action_V0.2</li> <li>- User Manual_HRM_PA-15 Disciplinary Proceedings_V0.2</li> <li>-</li> </ul>	All HR Establishment officials till Division level	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=md3bf5c181274c7dc4b3cbbbf3e7cfa87">https://uppcl.webex.com/uppcl/j.php?MTID=md3bf5c181274c7dc4b3cbbbf3e7cfa87</a>  Meeting ID – 913 809 475 Meeting Password - 12345
5	4 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Assigning the work schedule for the employees</li> <li>- Various quota generation as per the PCL policies</li> <li>- Applying leaves in IT 2001 (in ECC) &amp; Portal</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_TM-1 Holidays &amp; Shifts of employee_V0.1</li> <li>- User Manual_HRM_TM-2-Leave Request_Approval_V0.1</li> <li>-</li> </ul>	All HR Establishment officials till Division level	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=m89ee9b777bb6d99a01bab6ec632ca2a9">https://uppcl.webex.com/uppcl/j.php?MTID=m89ee9b777bb6d99a01bab6ec632ca2a9</a>  Meeting ID – 914 208 970 Meeting Password – 12345
6	5 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Maintaining employee Salary structure.</li> <li>- Maintaining employee Recurring Payments/Deductions</li> <li>- Based on payroll area wise</li> <li>- Based on Separate employee groups/payroll areas to run individually</li> <li>- Retro-active runs to pay/deduct accordingly the difference amounts</li> <li>- Process Reimbursements in off cycle</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-1 Maintain Payroll Master Data Pay component_V0.2</li> <li>- User Manual_HRM_PY-2 PF Process_V0.1</li> <li>- User Manual_HRM_PY-3-Reimbursement (Off cycle)- Process_V0.2</li> <li>- User Manual_HRM_PY-4 posting of salary payments to accounting_V0.2</li> </ul>	All HR Establishment officials till Division level  All DDOs	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=mf49e990cc1f7672c6a449249facd0a62">https://uppcl.webex.com/uppcl/j.php?MTID=mf49e990cc1f7672c6a449249facd0a62</a>  Meeting ID – 918 635 647 Meeting Password – 12345



Sr. No.	Date	Business Process	User Manual Reference	Audience	Meeting Invite
7	6 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Maintain Employee Sanction Component and to be processed in Payroll run</li> <li>- Income Tax declaration from ESS</li> <li>- Pay slip and Statutory Forms</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-6 Investment and Tax Declaration_V0.2</li> <li>- User Manual_HRM_PY-7 Salary Simulations_V0.2</li> </ul>	<p>All HR Establishment officials till Division level</p> <p>All DDOs</p>	<p><a href="https://uppcl.webex.com/uppcl/j.php?MTID=m57506add8703a26089c07b65ada72245">https://uppcl.webex.com/uppcl/j.php?MTID=m57506add8703a26089c07b65ada72245</a></p> <p>Meeting ID – 913 538 886 Meeting Password – 12345</p>
8	8 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Separation of employee from the company - on various reasons (Resignation, Termination, Absconding, Retirement)</li> <li>- Full and Final Settlement</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-5 Full Final settlement_V0.2</li> <li>-</li> </ul>	<p>All HR Establishment officials till Division level</p> <p>All DDOs</p>	<p><a href="https://uppcl.webex.com/uppcl/j.php?MTID=mba2793ba63cc526536027400636d5a6f">https://uppcl.webex.com/uppcl/j.php?MTID=mba2793ba63cc526536027400636d5a6f</a></p> <p>Meeting ID – 912 073 364 Meeting Password - 12345</p>
9	11 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- NOC Request/Approval/Reports</li> <li>- Request, Approval, Allotment and Vacate Quarter</li> <li>- Grievance Management - Request, Resolution</li> <li>- Conference Room Booking - Request, Approval, Allotment and Vacate Room</li> <li>- Annual Property Return - Request, Display</li> <li>- Training - Create Resources, Create Events, Schedule Events, Mark Attendance, Reports</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-14 NOC_V0.2</li> <li>- User Manual_HRM_PA-17 Annual property statement_V0.2</li> <li>- User Manual_HRM_PA-21_Grievance_Full_Process_V0.2</li> <li>- User Manual_HRM_PA-22 Conference_Room Booking_V0.2</li> <li>- User Manual_HRM_PA-23_GuestHouse_Application_V0.2</li> </ul>	<p>All HR Establishment officials at DISCOM HQ &amp; Zone level</p>	<p><a href="https://uppcl.webex.com/uppcl/j.php?MTID=m47731ae80eea407aca12cde5dacd2d71">https://uppcl.webex.com/uppcl/j.php?MTID=m47731ae80eea407aca12cde5dacd2d71</a></p> <p>Meeting ID – 913 762 163 Meeting Password – 12345</p>

Sr. No.	Date	Business Process	User Manual Reference	Audience	Meeting Invite
10	13 <sup>th</sup> May	<ul style="list-style-type: none"> <li>Create Travel Request and Approval</li> <li>Create Travel Expenses and Approval &amp; Settlement</li> </ul>	<ul style="list-style-type: none"> <li>User Manual_HRM_TRM-1 Admin_V0.1</li> <li>User Manual_HRM_TRM-1 Travel request Expense_V0.1</li> </ul>	<p>All HR Establishment officials till Division level</p> <p>All DDOs</p>	<p><a href="https://uppcl.webex.com/uppcl/j.php?MTID=m160c111bdb2c6f294cf020778a282b54">https://uppcl.webex.com/uppcl/j.php?MTID=m160c111bdb2c6f294cf020778a282b54</a></p> <p>Meeting ID – 911 853 424 Meeting Password - 12345</p>

#### **FICO Module – 03.00 PM to 05.30 PM**

Sr. No.	Date	Business Process	User Manual Name	Audience	Meeting Invite
1	30 <sup>th</sup> Apr	<ul style="list-style-type: none"> <li>SAP Overview (Company Codes, Profit Centers, Cost Centers, Masters)</li> <li>Overview of Chart of Accounts, General Ledger (including JV postings)</li> </ul>	<ul style="list-style-type: none"> <li>User_Manual_FICO_General Ledger V0.2</li> </ul>	All accounts officials	<p><a href="https://uppcl.webex.com/uppcl/j.php?MTID=m80d90c9cb1b5cb61f5f00f377343f10e">https://uppcl.webex.com/uppcl/j.php?MTID=m80d90c9cb1b5cb61f5f00f377343f10e</a></p> <p>Meeting ID – 910 656 507 Meeting Password – 12345</p>
2	1 <sup>st</sup> May	<ul style="list-style-type: none"> <li>Funds Management (Fund, Funds Center, Commitment Items, Budgeting, Funds consumption)</li> <li>Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>User_Manual_FICO_Funds Management V0.2</li> <li>User_Manual_FICO_Accounts Payable V0.2</li> </ul>	<p>All accounts officials</p> <p>All DDOs</p>	<p><a href="https://uppcl.webex.com/uppcl/j.php?MTID=m4d8ef1f4e3bb3dee0a76e8fc66ca9550">https://uppcl.webex.com/uppcl/j.php?MTID=m4d8ef1f4e3bb3dee0a76e8fc66ca9550</a></p> <p>Meeting ID – 918 463 992 Meeting Password – 12345</p>
3	2 <sup>nd</sup> May	<ul style="list-style-type: none"> <li>Vendor Invoice Payable Approval Dashboard</li> <li>Security Deposit, EMD Receipt, Vendor Advance booking and approvals,</li> <li>Bank Guarantee</li> </ul>	<ul style="list-style-type: none"> <li>User_Manual_FICO_Vendor, Invoice Payable Approval Dashboard V0.2</li> <li>User_Manual_FICO_Security Deposit and EMD Posting V0.2</li> </ul>	All accounts officials	<p><a href="https://uppcl.webex.com/uppcl/j.php?MTID=m97727e7ffcc812a0003ed31b56d82ef8">https://uppcl.webex.com/uppcl/j.php?MTID=m97727e7ffcc812a0003ed31b56d82ef8</a></p> <p>Meeting ID – 919 791 460 Meeting Password – 12345</p>

Sr. No.	Date	Business Process	User Manual Name	Audience	Meeting Invite
			<ul style="list-style-type: none"> <li>- User_Manual_FICO_Security Deposit Approval Dashboard V0.2</li> <li>- User_Manual_FICO_Bank Guarantee Process V0.2</li> </ul>		
4	4 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Accounts Receivable (Scrap Invoice booking, Receipt etc.)</li> <li>- Cash and Bank Accounting (Cash Journals, Cheque Registers, Bank Reconciliation)</li> </ul>	<ul style="list-style-type: none"> <li>- User_Manual_FICO_Accounts Receivable V0.2</li> <li>- User_Manual_FICO_Cash Journal V0.2</li> <li>- User_Manual_FICO_Bank Accounting V0.2</li> </ul>	All accounts officials	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=m77952ab7162f5df5998285324ce79b86">https://uppcl.webex.com/uppcl/j.php?MTID=m77952ab7162f5df5998285324ce79b86</a>  Meeting ID – 913 412 257 Meeting Password - 12345
5	5 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Assets Accounting (Asset Acquisition, Depreciation, Repair, Retirement)</li> <li>- Period End Closing</li> </ul>	<ul style="list-style-type: none"> <li>- User_Manual_FICO_Asset Accounting V0.2</li> <li>- User_Manual_FICO_Period End Closing V0.2</li> </ul>	All accounts officials	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=mf406035ec6d71226295f35d655d6ce14">https://uppcl.webex.com/uppcl/j.php?MTID=mf406035ec6d71226295f35d655d6ce14</a>  Meeting ID – 914 824 611 Meeting Password – 12345

#### **MM & PS Module – 11.30 AM to 02.00 PM**

Sr. No.	Date	Business Process	User Manual Name	Audience	Meeting Invite
1	30 <sup>th</sup> Apr	<ul style="list-style-type: none"> <li>- PS Functional Overview</li> <li>- Project Creation Capex/Opex., Estimate Creation &amp; Approval, Project Release &amp; PR Creation</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_PS_PI-1 Project Creation_V0.3</li> <li>- User Manual_PS_PI-1 Copy Project_V0.3</li> <li>- User Manual_PS_PI-1 Estimate Approval &amp; PR Creation_V0.3</li> </ul>	JE Storekeeper AE EE SE CE AO	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=mb102699401b8aba2a32262da0fae2174">https://uppcl.webex.com/uppcl/j.php?MTID=mb102699401b8aba2a32262da0fae2174</a>  Meeting ID – 918 032 613 Meeting Password - 12345

Sr. No.	Date	Business Process	User Manual Name	Audience	Meeting Invite
			<ul style="list-style-type: none"> <li>- User Manual_PS_PI-1 O&amp;M Project Creation and Release of PR_V0.3</li> <li>- User Manual_PS_PI-1 REPORTS_V0.3</li> </ul>		
2	1 <sup>st</sup> May	<ul style="list-style-type: none"> <li>- MM Organization Structure</li> <li>- Purchase Requisition Consolidation, release and approval</li> <li>- PQR, RFQ, Comparative Statement, Purchase Order Creation (Service / Material)</li> <li>- Pre-dispatch Instruction, Dispatch Instruction Creation</li> <li>- Subcontracting</li> </ul>	<ul style="list-style-type: none"> <li>- USER_MANUAL_PURCHASE REQUEST CREATION_V0.2</li> <li>- USER_MANUAL_MM_SERVICE PURCHASE REQUEST_V0.2</li> <li>- USER_MANUAL_MM_PR CONSOLIDATION_V0.2</li> <li>- USER_MANUAL_MM_PURCHASE REQUEST APPROVAL_V0.2</li> <li>- USER_MANUAL_MM_PRE-QUALIFICATION REQUIREMENTS AND COMPARATIVE STATEMENT_V0.2</li> <li>- USER_MANUAL_MM_PURCHASE ORDER_V0.2</li> <li>- USER_MANUAL_MM_SUBCONTRACTING (REPAIR OF TRANSFORMER) V0.2</li> <li>- USER_MANUAL_MM_SERVICE PURCHASE ORDER(DI) V0.2</li> <li>- USER_MANUAL_MM_PRE-DISPATCH INSTRUCTION_V0.2</li> </ul>	JE Storekeeper AE EE SE CE	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=m1f3fe37c24aa730cef38fad9c2a41d47">https://uppcl.webex.com/uppcl/j.php?MTID=m1f3fe37c24aa730cef38fad9c2a41d47</a>  Meeting ID – 918 233 599 Meeting Password – 12345

Sr. No.	Date	Business Process	User Manual Name	Audience	Meeting Invite
			- USER_MANUAL_MM_DISPATCH INSTRUCTION_V0.2		
3	2 <sup>nd</sup> May	<ul style="list-style-type: none"> <li>- Measurement book (Goods Receipt Note), Service Entry sheet (SES)</li> <li>- Good Issues / Cancellation, Stock Transfer Order (STO)</li> <li>- Material Scrapping</li> <li>- Physical Inventory</li> </ul>	<ul style="list-style-type: none"> <li>- USER_MANUAL_MM_GOODS RECEIPT_V0.2</li> <li>- USER_MANUAL_MM_SERVICE ENTRY SHEET_V0.2</li> <li>- USER_MANUAL_MM_GOODS ISSUE AND MATERIAL ADVANCE_V0.2</li> <li>- USER_MANUAL_MM_STOCK TRANSFER MAINTENANCE REPAIR PURCHASE REQUEST CREATION_V0.2</li> <li>- USER_MANUAL_MM_STOCK TRANSFER TO JE_INTER DIV V0.2</li> <li>- USER_MANUAL_MM_MATERIAL SCRAPPING_V0.2</li> <li>- USER_MANUAL_MM_PHYSICAL INVENTORY_V0.2</li> </ul>	JE Storekeeper AE EE SE CE	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=ma3c8196b6f1a79b79a741ca7410d1486">https://uppcl.webex.com/uppcl/j.php?MTID=ma3c8196b6f1a79b79a741ca7410d1486</a>  Meeting ID – 912 257 050 Meeting Password – 12345
4	4 <sup>th</sup> May	- AUC Settlement, TECO, Asset settlement, Project Closure	<ul style="list-style-type: none"> <li>- User Manual_PS_PC-4 TECO and Closure of Project_V0.3</li> <li>- User Manual_PS_PC-4 Project Handover_V0.3</li> <li>- User Manual_PS_PC-4 Project Settlement_V0.2</li> <li>- User Manual_PS_PC-4 O&amp;M Settlement_V0.3</li> </ul>	JE Storekeeper AE EE SE CE AO	<a href="https://uppcl.webex.com/uppcl/j.php?MTID=m6333b8b375b9d66af17312579fff1fe0">https://uppcl.webex.com/uppcl/j.php?MTID=m6333b8b375b9d66af17312579fff1fe0</a>  Meeting ID – 914 084 303 Meeting Password – 12345



**SE-IT, UPPCL**  
**ERP Nodal Officer** MVVNL/PVVNL/  
PuVVNL/DVVNL/KESCO.

Date: 28<sup>th</sup> Apr 2020

**Sub:** Training of End Users of SAP ERP application – **Via CISCO WebEx**

**Ref:** MSA Dated 13/2/2019, LOA dated 29<sup>th</sup> Dec 2018 and RFP Tender No- 04/UPPCL/ RAPDRP-A/ERP/2018

Dear Sir,

We have planned training sessions for end users of SAP ERP application across DISCOMs for all the modules. We would like to submit following with respect to these sessions.

1. The training sessions will be conducted online on Cisco WebEx. Users can connect to the link via Phone/Tablet/Desktop/Laptop etc.
2. The invite link will be generated for the meeting along with meeting passcode/ID.
3. Email/WhatsApp message will be created to be shared with Nodal Officers. We would require support from HQ/Zonal/Circle/Division/Sub-division level officials at each DISCOM to communicate this message to all the relevant participants.
4. The end users for these training sessions will be all the officials in employee class I & II along with JEs & Executive Assistants from class III.
5. Attendance will be taken for all the end users during each day of training session.

We have created an extensive training schedule covering all the business processes across module. The same is placed for your reference in Annexure – 1 enclosed with this letter.

The link of google drive to access the user manuals and Business blueprint documents is placed below for reference.

User manuals URL: <https://drive.google.com/drive/folders/1NpeoHc91JwkEwvJFCb3XrtkAfGIDda8d>

BBP URL: <https://drive.google.com/drive/folders/1kQNPPVLZo0mV3NQ8Ocgzb6UZALcMPKWb>

We look forward to your support in this matter.

Yours truly,



**Manish Katyal**  
**Accenture Solutions Pvt. Ltd.**  
**Program Manager – Project Saksham**

**Cc: 1. Managing Directors - MVVNL/PVVNL/PuVVNL/DVVNL/KESCO,**  
**2. All Directors - MVVNL/PVVNL/PuVVNL/DVVNL/KESCO**



## **Annexure – 1: Training Schedule**

### **HR Module – 11.30 AM to 02.00 PM**

<b>Sr. No.</b>	<b>Date</b>	<b>Business Process</b>	<b>User Manual Reference</b>
1	29 <sup>th</sup> Apr	<ul style="list-style-type: none"> <li>- Vacancy Creation, Job Posting &amp; Applicant Hiring</li> <li>- Creation of Job</li> <li>- Creation of Position and Assignment</li> <li>- Creation of Org-Unit and assignment</li> <li>- Joining of an employee based on various requirements at PCL</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_OM-1-3 Position Creation V0.2</li> <li>- User Manual_HRM_OM-4 Update Organogram &amp; Fill Vacancies V0.2</li> <li>- User Manual_HRM_OM-5 Recruitment_V0.2</li> <li>- User Manual_HRM_PA-2 JOINING ACTION_V0.2</li> </ul>
2	30 <sup>th</sup> Apr	<ul style="list-style-type: none"> <li>- Regularization, Probation extension and Confirmation of employee</li> <li>- Transferring an employee to different units within PCL</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-1 Maintain Employee Master data_V0.2</li> <li>- User Manual_HRM_PA-3 Probation Action_V0.2</li> <li>- User Manual_HRM_PA-4 Probation extension Action_V0.2</li> <li>- User Manual_HRM_PA-5 Confirmation Process_V0.2</li> <li>- User Manual_HRM_PA-6-Transfer Module_V0.2</li> </ul>
3	1 <sup>st</sup> May	<ul style="list-style-type: none"> <li>- Employee Promotions based on performance &amp; Time bounds</li> <li>- Employee deputations to different units</li> <li>- Normal and ACP Increment, Pay revision to employees at PCL</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-7 Promotion process_V0.2</li> <li>- User Manual_HRM_PA-8 Deputation Action_V0.2</li> <li>- User Manual_HRM_PA-10 Change in pay Action_V0.2</li> <li>-</li> </ul>
4	2 <sup>nd</sup> May	<ul style="list-style-type: none"> <li>- Disciplinary Proceeding master data</li> <li>- Suspension period end - and revoke to pay employees actual salary</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-12 Suspension and Revoke Suspension Action_V0.2</li> <li>- User Manual_HRM_PA-15 Disciplinary Proceedings_V0.2</li> <li>-</li> </ul>
5	4 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Assigning the work schedule for the employees</li> <li>- Various quota generation as per the PCL policies</li> <li>- Applying leaves in IT 2001 (in ECC) &amp; Portal</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_TM-1 Holidays &amp; Shifts of employee_V0.1</li> <li>- User Manual_HRM_TM-2-Leave Request_Approval_V0.1</li> <li>-</li> </ul>
6	5 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Maintaining employee Salary structure.</li> <li>- Maintaining employee Recurring Payments/Deductions</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-1 Maintain Payroll Master Data Pay component_V0.2</li> <li>- User Manual_HRM_PY-2 PF Process_V0.1</li> </ul>

Sr. No.	Date	Business Process	User Manual Reference
		<ul style="list-style-type: none"> <li>- Based on payroll area wise</li> <li>- Based on Separate employee groups/payroll areas to run individually</li> <li>- Retro-active runs to pay/deduct accordingly the difference amounts</li> <li>- Process Reimbursements in off cycle</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-3-Reimbursement (Off cycle)- Process_V0.2</li> <li>- User Manual_HRM_PY-4 posting of salary payments to accounting_V0.2</li> </ul>
7	6 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Maintain Employee Sanction Component and to be processed in Payroll run</li> <li>- Income Tax declaration from ESS</li> <li>- Pay slip and Statutory Forms</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-6 Investment and Tax Declaration_V0.2</li> <li>- User Manual_HRM_PY-7 Salary Simulations_V0.2</li> </ul>
8	8 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Separation of employee from the company - on various reasons (Resignation, Termination, Absconding, Retirement)</li> <li>- Full and Final Settlement</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PY-5 Full Final settlement_V0.2</li> <li>-</li> </ul>
9	11 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- NOC Request/Approval/Reports</li> <li>- Request, Approval, Allotment and Vacate Quarter</li> <li>- Grievance Management - Request, Resolution</li> <li>- Conference Room Booking - Request, Approval, Allotment and Vacate Room</li> <li>- Annual Property Return - Request, Display</li> <li>- Training - Create Resources, Create Events, Schedule Events, Mark Attendance, Reports</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_PA-14 NOC_V0.2</li> <li>- User Manual_HRM_PA-17 Annual property statement_V0.2</li> <li>- User Manual_HRM_PA-21_Grievance_Full_Process_V0.2</li> <li>- User Manual_HRM_PA-22 Conference_Room Booking_V0.2</li> <li>- User Manual_HRM_PA-23_GuestHouse_Application_V0.2</li> </ul>
10	13 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Create Travel Request and Approval</li> <li>- Create Travel Expenses and Approval &amp; Settlement</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_HRM_TRM-1 Admin_V0.1</li> <li>- User Manual_HRM_TRM-1 Travel request Expense_V0.1</li> </ul>

#### **FICO Module – 03.00 PM to 05.30 PM**

Sr. No.	Date	Business Process	User Manual Name
1	30 <sup>th</sup> Apr	<ul style="list-style-type: none"> <li>- SAP Overview (Company Codes, Profit Centers, Cost Centers, Masters)</li> <li>- Overview of Chart of Accounts, General Ledger (including JV postings)</li> </ul>	- User_Manual_FICO_General Ledger V0.2

Sr. No.	Date	Business Process	User Manual Name
2	1 <sup>st</sup> May	<ul style="list-style-type: none"> <li>- Funds Management (Fund, Funds Center, Commitment Items, Budgeting, Funds consumption)</li> <li>- Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>- User_Manual_FICO_Funds Management V0.2</li> <li>- User_Manual_FICO_Accounts Payable V0.2</li> </ul>
3	2 <sup>nd</sup> May	<ul style="list-style-type: none"> <li>- Vendor Invoice Payable Approval Dashboard</li> <li>- Security Deposit, EMD Receipt, Vendor Advance booking and approvals,</li> <li>- Bank Guarantee</li> </ul>	<ul style="list-style-type: none"> <li>- User_Manual_FICO_Vendor, Invoice Payable Approval Dashboard V0.2</li> <li>- User_Manual_FICO_Security Deposit and EMD Posting V0.2</li> <li>- User_Manual_FICO_Security Deposit Approval Dashboard V0.2</li> <li>- User_Manual_FICO_Bank Guarantee Process V0.2</li> </ul>
4	4 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Accounts Receivable (Scrap Invoice booking, Receipt etc.)</li> <li>- Cash and Bank Accounting (Cash Journals, Cheque Registers, Bank Reconciliation)</li> </ul>	<ul style="list-style-type: none"> <li>- User_Manual_FICO_Accounts Receivable V0.2</li> <li>- User_Manual_FICO_Cash Journal V0.2</li> <li>- User_Manual_FICO_Bank Accounting V0.2</li> </ul>
5	5 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- Assets Accounting (Asset Acquisition, Depreciation, Repair, Retirement)</li> <li>- Period End Closing</li> </ul>	<ul style="list-style-type: none"> <li>- User_Manual_FICO_Asset Accounting V0.2</li> <li>- User_Manual_FICO_Period End Closing V0.2</li> </ul>

#### MM & PS Module – 11.30 AM to 02.00 PM

Sr. No.	Date	Business Process	User Manual Name
1	30 <sup>th</sup> Apr	<ul style="list-style-type: none"> <li>- PS Functional Overview</li> <li>- Project Creation Capex/Opex., Estimate Creation &amp; Approval, Project Release &amp; PR Creation</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_PS_PI-1 Project Creation_V0.3</li> <li>- User Manual_PS_PI-1 Copy Project_V0.3</li> <li>- User Manual_PS_PI-1 Estimate Approval &amp; PR Creation_V0.3</li> <li>- User Manual_PS_PI-1 O&amp;M Project Creation and Release of PR_V0.3</li> <li>- User Manual_PS_PI-1 REPORTS_V0.3</li> </ul>
2	1 <sup>st</sup> May	<ul style="list-style-type: none"> <li>- MM Organization Structure</li> <li>- Purchase Requisition Consolidation, release and approval</li> <li>- PQR, RFQ, Comparative Statement, Purchase Order Creation (Service / Material)</li> <li>- Pre-dispatch Instruction, Dispatch Instruction Creation</li> <li>- Subcontracting</li> </ul>	<ul style="list-style-type: none"> <li>- USER_MANUAL_PURCHASE REQUEST CREATION_V0.2</li> <li>- USER_MANUAL_MM_SERVICE PURCHASE REQUEST_V0.2</li> <li>- USER_MANUAL_MM_PR CONSOLIDATION_V0.2</li> <li>- USER_MANUAL_MM_PURCHASE REQUEST APPROVAL_V0.2</li> </ul>

Sr. No.	Date	Business Process	User Manual Name
			<ul style="list-style-type: none"> <li>- USER_MANUAL_MM_PRE-QUALIFICATION REQUIREMENTS AND COMPARATIVE STATEMENT_V0.2</li> <li>- USER_MANUAL_MM_PURCHASE ORDER_V0.2</li> <li>- USER_MANUAL_MM_SUBCONTRACTING (REPAIR OF TRANSFORMER) V0.2</li> <li>- USER_MANUAL_MM_SERVICE PURCHASE ORDER(DI) V0.2</li> <li>- USER_MANUAL_MM_PRE-DISPATCH INSTRUCTION_V0.2</li> <li>- USER_MANUAL_MM_DISPATCH INSTRUCTION_V0.2</li> </ul>
3	2 <sup>nd</sup> May	<ul style="list-style-type: none"> <li>- Measurement book (Goods Receipt Note), Service Entry sheet (SES)</li> <li>- Good Issues / Cancellation, Stock Transfer Order (STO)</li> <li>- Material Scraping</li> <li>- Physical Inventory</li> </ul>	<ul style="list-style-type: none"> <li>- USER_MANUAL_MM_GOODS RECEIPT_V0.2</li> <li>- USER_MANUAL_MM_SERVICE ENTRY SHEET_V0.2</li> <li>- USER_MANUAL_MM_GOODS ISSUE AND MATERIAL ADVANCE_V0.2</li> <li>- USER_MANUAL_MM_STOCK TRANSFER MAINTENANCE REPAIR PURCHASE REQUEST CREATION_V0.2</li> <li>- USER_MANUAL_MM_STOCK TRANSFER TO JE_INTER DIV V0.2</li> <li>- USER_MANUAL_MM_MATERIAL SCRAPPING_V0.2</li> <li>- USER_MANUAL_MM_PHYSICAL INVENTORY_V0.2</li> </ul>
4	4 <sup>th</sup> May	<ul style="list-style-type: none"> <li>- AUC Settlement, TECO, Asset settlement, Project Closure</li> </ul>	<ul style="list-style-type: none"> <li>- User Manual_PS_PC-4 TECO and Closure of Project_V0.3</li> <li>- User Manual_PS_PC-4 Project Handover_V0.3</li> <li>- User Manual_PS_PC-4 Project Settlement_V0.2</li> <li>- User Manual_PS_PC-4 O&amp;M Settlement_V0.3</li> </ul>