

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD,

Bus Bhavan : Hyderabad.

**No.AM(F)/472(1)/2012-13/IT-Wing
Dt:25.04.2013.**

CIRCULAR NO. 7 /2013-AP, DATED:25.04.2013

Sub:-**CIS PROJECT** – Migration of existing suspense registers data from FACTIS into CIS Project - Guidelines - Reg.

-000-

The CIS Project Development is in its testing stage i.e., at the implementation level of the **Pilot Project**. M/s TCS India Ltd. has started the CIS project in the month of April, 2012. They have completed "As Is", "To be", "CRP2" and Boot Camp levels in Nov. 2012, January 2013, February 2013 and March 2013 respectively. Now the integration of different modules is under trial.

For Pilot Project, the Head Office, Hyderabad Zone, Ranga Reddy Region, Hyderabad City Region, Contonment Depot, Barkatpura and Picket Depots are selected. After the Pilot Project, Roll-up for the other units will take place.

Data migration is paramount for the success of CIS Project. As far as Finance Department is concerned, the present FACTIS module has its own Masters such as employees and others, whereas in CIS Project the Masters are centralized. In order to link the accountal information available in different Departments pertaining to the Suppliers, Vendors and Employees a methodology should be adopted for smooth transition of data into CIS Project.

In brief we have to give two types of data one is GL Balances and the other is Suspence Register Data.

GENERAL LEDGER DATA:

- We have to give April Opening Balances of the year and during the month balances for 12 months i.e. from April to March. Five Years

Data has to be given duly tallied with Corporation Account Current Balances. The regional Accounts Officers concerned are requested to observe the following.

- *. Verify Regions control ledger card of April opening balances with Region consolidated account current opening balances. Total of all Depots/Units opening balances should be equal to consolidated account current opening balances. If not tallied locate exact problem and rectify.
- In the same way all Regions/Zones opening balances should tally with Head Office control ledger card. You are requested to ensure this with Dy.CAO(MA) and comply. Discrepancies if any, resolve with Dy.CAO(MA).
- For the rest of months the during month balances are enough. Most of this data is available at Head Office.

2) SUSPENCE REGISTER DATA:

- The data has to be given in Excel formats designed by M/s TCS Ltd. Software has been developed for the same. The formats are available at RTCWAN/AO-COMP/DATA MIGRATION/.
- For minimizing nonmoving items from suspense register, All Dy.CAOs / AOs are requested to take necessary action either to recover or forfeit or write off the balances duly obtaining permission of competent authority.

PROCEDURE TO EXTRACT SUSPENCE REGISTER DATA:

- ❖ Download the following programs from RTCWAN in AO-COMP folder.
 - **tcsreceivables.cob**
 - **tcspayables.cob**
- ❖ Copy above files into usr1/factis_cob Directory.
- ❖ Go to your Month Directory.
- ❖ Run these programs in your month Directory.

Ex. runcobol tcsreceivables.cob.

This programs create the following files in your month Directory.

020121cus.csv, 020121rec.csv, 020121sup.csv and 020121pay.csv

The above files will be created with your center code as prefix.

- ❖ Next open the above **.csv** files in Open Office and save as MS-EXCEL. The **.csv** extension is must for opening a flat file into spread sheet of open office.
 - Save the files in Excel format:
 - Open spread sheet in open in Linux by clicking spread sheet icon available at the bottom panel of your Desktop.

Press '**Ctrl+O**' then give file name along with path at "**File name**":- (Ex: /usr2/factis/Depot Name/Month directory/020201 cus.csv) then press '**Enter**'.
 - **Text import'** window will appear then unselect the **comma** and select the **'other'** and give pipe symbol [|] in the text box and observe the separating of fields below, after satisfy of observation click on '**OK**'.
 - Press '**Ctrl+Shift+S**' for '**Save as**'. Now select '**file type**' as Microsoft Excel 97/2000/XP(.xls) and then press '**save**'. Then select '**keep current format**' then saved as Excel file of .xls.
 - Give above **.csv** files one by one and save the file as Microsoft Excel 97/2000/XP(.xls).
 - These files will be saved with following names

020121cus.xls, 020121rec.xls, 020121sup.xls and 020121pay.xls.
 - In the Customers(**cus.xls**) and Suppliers(**sup.xls**) files, please enter the PAN number and address .The PAN number is Mandatory as decided by VC&MD.
 - Keep these files of all Depots/Units of your Region in RTCWAN . Duly opening a folder in AO-COMP folder with your Region name.
 - Send the information by 16th of September, 2013 .

AT ZONAL OFFICES:

*Though the procedure for extraction of data is same, regarding Security Deposits, EMDs, Advances of Suppliers/Customers, OLIMS is having Master information at all Zonal Offices. Unique codes are available for Supplier /Customer in OLIMS. The names used in FACTIS module for suspense registers may not match with OLIMS due to spelling mistakes etc. In some instances instead of Supplier/Customer name, MR Number, Invoice Number etc are used. Hence, the Accounts Officers are instructed to use the codes available in OLIMS for migration.

❖ The Vendors/Suppliers master is available at OLIMS modules of ZONE.

- a) Open the Vendors/Suppliers master of OLIMS module.
- b) Collect the 4 Digit code (Ex-ABOI) of Vendors/Suppliers master in OLIMS Module.
- c) Next open your MS_EXEL file 020121pay.xls, and enter the above 4 digit Codes in second column against that Vender name in MS_EXCEL file.
- d) If the Vendors/Suppliers master not available in Regions/Depots they keep the 2nd column blank in your MS_EXEL file **020121pay.xls**.


FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER

To

All Dv.CAOs/AOs.

Copy submitted to the E.D(E&IT) for favour of information.

Copy submitted to the CFM for favour of information.

Copy submitted to the CM(A&S) for favour of information.

Copy submitted to the CA for favour of information.