Circular No. FAP/GST_01

“Capturing of GST related information in FAP”

GST Act will be in force from 01\textsuperscript{st} July 2017, FCI will have to comply the provisions of the GST Act. For compliance of GST provisions certains changes are required to be made in FAP. Therefore to ensure the compliance of GST provisions, some additional information/data is required to be entered in FAP. Due to requirement of additional information, following processess will be slighty impacted:-

A. Additional Information at Supplier Level,
B. Invoice Creation in Accounts Payables Module,
C. Transaction Creation in Acconts Receivables Module,

Details are given hereunder:
A. **Additional Information at Supplier level**

Post GST Implementation some mandatory information like Primary Name, GSTIN Number, Vendor Type and State will be required at supplier level.

User will have to capture above information in the Supplier Additional Information at the site level.

Note: All the steps while entering the supplier will remain same except capturing the above mentioned additional information.

Refer to the below screenshots for detailed understanding of how to enter the additional data.

**Step 1:** Open the supplier record and navigate to address Book

![Step 1 Image](image1)

**Step 2:** Click on Update

![Step 2 Image](image2)
Supplier address record will open. Navigate to Context Value

Step 3 :- In the context value field, select Supplier Additional Information
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Context Value</td>
<td>Supplier Addition Information</td>
</tr>
<tr>
<td>Primary Name</td>
<td></td>
</tr>
<tr>
<td>GSTIN</td>
<td></td>
</tr>
<tr>
<td>Vendor Type</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
</tbody>
</table>
Step 4:- Enter the values of Primary Name, GSTIN, Vendor Type and State.

Enter the Primary Name

Primary Name is the supplier name printed on the Invoice i.e. GST registration Name.
Enter the GSTIN

GSTIN Number is the GST Registration Number Eg. 29AAACF0365N1ZE

Enter Vendor type:

Vendor type will be entered through the selection from the LOV.
Enter the state
State will be entered through the selection from the LOV.

Once completed, Click on apply and save the work.
B. Invoice Creation in Accounts Payables Module

After the implementation of GST, some mandatory information will be required for filing of GST return like HSN codes, place of supply and Tax Rate etc. Such information will be captured in DFF at the line level.

Process: There will be no change in the step of entering the Invoice except now user has to capture the GST related mandatory information.

Refer to the following steps for capturing extra information.

Step 1: Enter the header information

Step 2: Navigate to lines Tab. Enter the lines data.

Navigate to extreme right and click on DFF as highlighted in the screenshot.
Step 3 :-The following pop Up window will open. Enter the data in the following fields:-

HSN Code :-

Place of Supply:- (Note: this should be selected from LOV)
<table>
<thead>
<tr>
<th>Operating Unit</th>
<th>Document Category Name</th>
<th>Voucher Number</th>
<th>Type</th>
<th>Supplier Num</th>
<th>Trading Ps</th>
<th>Supplier Site</th>
<th>Invoice Num</th>
<th>Invoice Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EO OPERATING UNI</td>
<td>EC13 Others</td>
<td>1699</td>
<td>Prepayment</td>
<td>EC13_06</td>
<td>LAHARASA</td>
<td>TEST15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Invoice Lines**

<table>
<thead>
<tr>
<th>General</th>
<th>Lines</th>
<th>HSN Code</th>
<th>Place of Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>02</td>
<td>BR</td>
</tr>
</tbody>
</table>

**Place of Supply**

- BR: Bihar
**Tax Rate:** (Note: this should be selected from LOV)

**Click on OK.**

**Step 4:** Navigate to distribution screen. Data entry at distribution level will remain as it is.
C. **Transaction Creation in Accounts Receivables Module**

After the implementation of GST new fields like HSN codes, Place of Supply and Tax rates will be required in GST on the AR Transaction form. This information will be captured in the DFF at the line level.

**Process:** There will be no change in the way the transaction is created in the system except now user have to capture the GST related mandatory information.

Refer to the following steps for capturing extra information.

**Step 1:** Enter the header information
Step 2: Click on line Items

Step 3: After completion of entering the line information, navigate to More tab
Step 4: Click on DFF, following screen will open up.

Step 5: The following pop up window will open. Choose the Context Value as **Transaction Additional Info**
Enter the data in the following fields:

HSN Code:-

Place of supply:-

Place of supply will be entered through the selection of the LOV.
Tax rate :-

Tax Rate will be entered through the selection of the LOV.

Click on OK.

Save the work.
D. **Manual Journal Creation in General Ledger Module.**

For the purpose of GST implementation, some additional information is required to be entered at
the line level DFF. DFF would be mandatory for these below mentioned journal categories:-

1. Inter Co- IOM Rail Road
2. Transfer In Stock Received
3. Paddy Milling
4. IOM within Same Unit
5. Missing/Un-connected Wagon

Note: For the remaining journal categories, DFF is non- mandatory.

Following additional information will be required to be entered at the time of creation of journal
from above mentioned journal categories:-

1. From GSTIN – Unit Code (Value will be entered through selection from LOV)
2. To GSTIN - Unit Code (Value will be entered through selection from LOV)
3. HSN CODE
4. PLACE OF SUPPLY - Value will be entered through selection from LOV
5. TAX RATE - Value will be entered through selection from LOV
6. FUTURE

Screen shot of sample data entry in DFF is as under:
Note:-

Customization/checks are not yet applied in the FAP therefore the accuracy of data entry may please be ensured while capturing the additional information for GST.
Distribution:

1. CGM (Cost/Fin./A/Cs/IA/Funds/CPF) in Headquarters
2. All GM (F&A) in Zonal offices
3. The Director, IFS, FCI, Gurgaon, Haryana.
4. All Dy. GM (F&A)/ Asstt. GM (A/cs) FCI, Regional Offices.
5. All Area Managers.

Sd/-

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Deputy General Manger (FAP)