





## Jharkhand Bijli Vitran Nigam Limited.

# TREASURY AND RISK

# MANAGEMENT

# **USER MANUAL**

### SHORT TERM LOANS PROCESS







**SAP TRM – Short Term Loans Process** 

A loan that is set to be paid back in a short period of time—typically within a year, though in some cases, short-term loans can have longer terms.

Before you can use the Interest Rate Instrument, you have to maintain master data.

You have to create your Business Partners, assign the corresponding roles to these partners and maintain the transaction authorizations.

You have to set up the Standing Instructions (correspondence, payment details) and release the business partner.

To manage interest rate instruments, you can use the standard functions and processes for entering, editing and processing transactions, managing their status, and transferring data to Financial Accounting in SAP

To Simplify the Process, check the below diagram. These are the common steps for the above mentioned processes.







Short Term Loan Process having following steps:

- 1. Create Facility
- 2. Change and Settle Facility
- 3. Create Interest Rate Instrument
- 4. Change Interest Rate Instrument and assign Facility
- 5. Settle Interest Rate Instrument
- 6. Posting of Short Term Loans to FI
- 7. Accrual / Deferral of Expenses and Revenues
- 8. Payment of Interest accounting and payment with penal Interest
- 9. Reversal of transaction
- 10. Repayment of Loan

#### Procedure is same like Long Term Loans

1.Create Short Term Loan Transaction

Path

SAP Menu	Accounting => Financial Supply Chain Management=> Treasury
Path	and Risk Management=> Transaction Manager=> Money
	Market=> Trading=> Create Financial Transaction
SAP T-code	TM_51

#### 1.0 SAP SAP Easy Access







#### 1.1 TM\_51 – Create Short Term Loan Transaction

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Ci ate Interest Rate Instrum	nent: Initial Screen					
Compan de 1000 JBVNL, Ranchi Product 1 55B Transactio 200 Partner 100010 Specificatio Currency Instead of Portfoli	<b>1.Enter Inputs like</b> Company code – 1000 Product type – 55B Transadtion Type - 200 Partner - 100010					
2. Click on Enter						



#### Project – JBVNL Short Term Loans Process End User Manual – Treasury and Risk Management



Conditio	ns 📗 Effective interest rate 🧃	<u>ک</u> ک				
Company Code     1000     JBVNL, Ranchi     Transaction     1000007       Product Type     55B     Short Term Loans     Activity     2     Contract settlement       Transaction Type     200     Borrowing     4.Click on Additional data						
Structure Addition	nal Data Administr. Other Flo	ows Payment Deta	s Cash Flow	Int.Rate.Adj.	Memos P	
Partner	100010 Power Finance Co	orporation Limited / PO	) Box 110001 / 1	10001 New	2	
Borrowng		Term				
Flow Type	1105 Borrowing / Increase	Start	31.0	1.2018		
Amount	2.500.000,00 + 1	INR End	31.0	3.2018		
Rounding Cat.	Round to the Nearest	Inclu	ive Start I	included		
Interest structure		1.Amount		2	. Term Start End	date date
Interest Cat.	Fixed •		00 Nomin	al interest		
Percentage Rate	10,000000					
Int.Calc.Method	act/365 🔹		_	_		
Frequency	Monthly	3.	Percentage	Rate		
Every	1 Months 🔻	In	t.Calc.Meth	od		
		Fr	equency			
Repayment structure			equency		7	
Repaymnt Method	Final Repayment 🔹	Condition Type EV	ery – 1 mo	nth		
Contract Conclusion						
Contract Date	31.01.2018 / 17:14:	12 Trader				
Contact Person		Extern	al Ref.			

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Create Interest Rate Instrument: Additional Data						
📑 🖆 📑 Conditions 📗 Ef	ffective interest rate 🛛 🕍					
Company Code1000JProduct Type55B5Transaction Type200E	BVNL, Ranchi Short Term Loans Borrowing 2.Clic	Transaction Activity k on Adminis	\INTERN\       1     Contract       tration data			
Structure Additional Data	Administr. Other Flows	Payment Detail	s Cash Flow Int.Rate.	Adj. Memos P P		
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Create Interes	st Rate Instrument: Ad	ministr.
Conditions	Effective interest rate	
Company Code1Product Type5Transaction Type2	<ul><li>JBVNL, Ranchi</li><li>Short Term Loans</li><li>Borrowing</li></ul>	Transaction     \INTERN\       Activity     1     Contract
Structure Additional	I Data Administr. Other Flows	Payment Details Cash Flow Int.Rate.Adj. Memos P
Position Assignment         Facility         Portfolio         Guarantor         Finance Project         Gen. Valn Class         Additional Fields         Assignment         Internal Ref.         Characteristics	Short Term Borrowings	This will be automatically picked based on the Product type and Transaction type
Authorization Authoriz. Group		
Rating	Credit Standing Inst	Rating       •





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Create Interest Rat	te Instrument:	Other flows			
📑 🚰 📑 Conditions 📗 Eff	ective interest rate 🛛 📔	b			
Company Code1000JRProduct Type55BSITransaction Type200B	3VNL, Ranchi hort Term Loans orrowing	Transaction Activity	\INTERN\ 1 Contract		
Structure Additional Data	Administr. Other Flow	ws Payment Details	Cash Flow Int.Rate.Ad	j. Memos P	
Other Flows					
FType Name	D Payment Amnt C	Curr Int Date	Post.stat. Posting Status	(Name)	
		Click on Paymen	t Details		
				4 1	
			Entries 0	of 0	

OTHER FLOWS LIKE PROCESSING FEE, STAMP FEE ETC CAN BE GIVEN IN THE ABOVE SNAP SHOT



#### Project – JBVNL Short Term Loans Process End User Manual – Treasury and Risk Management



	💀 🖌 Ch	ange Inte	rest Rat	e Instrun	nent: Pa	ivme	nt detai	ils			
		Conditions	fective interes	t rate 🛛 🔬 🎙	//						
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	Structure	Additional Data	Administr.	Other Flows	Payment	Details	Cash Flow	Int.Rate.Adj.	Memos	P	
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	🗟 D Curr	. Valid from	FType Nar	ne	House bk	Acct I	ID Payme	ent Pmnt req.	<u> </u>		
	+ INR	31.01.2018	1105 Bor	rowing / Increa.	AL660	7166	0				
	INR	31.01.2018	1120 Fina 1200 Non	ninal interest	AL660 AL660	7166					
Click here	e to select	51.01.2010		1.Enter	details	100					
line item	and click			like							
on detail	s button			Directio	n						
		244		Currenc	y .			4	F .		
	<b>GB</b> B			Flow typ	om and De		Entry	1 of	3		
	Create I	nterest Ra	te Instr	ument: P	ayment	t deta	ails				
	r 🔁 👘 🔳 📰	Conditions 🔲 E	ffective interes	st rate 🛛 🕍							
	Company Code	1000	JBVNL, Ranchi		Transacti	on	\INTERN\				
	Product Type	55B	Short Term Loa	ans	Activity		1 Con	tract			1
	Transaction Typ	be 200 I	Borrowing					3.Click o	n Cash	Flow	
	Structure	Additional Data	Administr.	Other Flows	Payment	Details	Cash Flow	Int.Rate.Adj.	Memos	P	
	Direction	Inflow		<ul> <li>Flow Typ</li> </ul>	pe	1105	Borrowing /	Increase			
	Currency	INR		Valid fro	m	31.0	01.2018				
	Daver/Davee	of Transaction									
	Payer/Payee	1000	10 Pow	er Finance Corp	oration Limite	ed / PO I	Box 110001 /	110001 New Del	hi		
	Control					House	e Bank		1.	Enter l	here
	Posting	⊖to c	ustomer	To G/L Ac	cts	House	e bank	AL660		ouse B	ank and
	Payment Rec	quest OWith	١	<ul> <li>Without</li> </ul>		Accou	int ID	71660 Q	Ad	count	ID
				1 / 1			<mark> Bank</mark>	<mark>c Chain</mark>			

2.To go to next line item click on the arrow and enter House bank details





P. Change Interest Rate Instrument: Cash flow									
📑 🖆 📑 Conditions 📗 Ef	音 🖆 📄 Conditions 🔲 Effective interest rate 🛛 🔬 🏏								
Company Code1000JBVNL, RanchiTransaction1000007Product Type55BShort Term LoansActivity2Contract settlementTransaction Type200BorrowingContract settlementContract settlement									
Structure Additional Data Administr. Other Flows Payment Details Cash Flow Int.Rate.Adj. Memos P C									
🥒 🔒 🖙 Pmnt Date	FTyp Flow Type (Name)	PmntAmtPyC D	PmntCurr.						
31.01.2018	1105 Borrowing / Increase	2.500.000,00 +	INR						
28.02.2018	1200 Nominal interest	19.178,08	INR	This is the Cash Flow					
28.03.2018	1200 Nominal interest	19.178,08	INR						
31.03.2018	1120 Final repayment	2.500.000,00	INR	Save the transaction					
<b>_</b>	1200 Nominal interest	2.054,79	INR						

Interest rate instrument 1000007 in company code 1000 is created

2and3.Change and Settle Short Term Loan Transaction

#### Path

SAP Menu	Accounting => Financial Supply Chain Management=> Treasury
	and Risk Management=> Transaction Manager=> Money
	Market=> Trading=> Edit Financial Transaction
SAP T-code	TM_52







<b>?</b>	🔽 🗸 🖉 🖉 🗸	
2.Click on tick	est Rate Instrument	: Initial Screen
Company Code Transaction	<b>1000</b> JBVNL, Ranchi 1000007	1.Enter details Company code Transaction





🖻 Interest rate instrume	ent <u>E</u> dit <u>G</u> oto Extr <u>a</u>	s En <u>v</u> ironment	System	<u>H</u> elp				
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<b>.</b> c	Interest Rate In	strument:	Structu	ire				
Click on Int	erest Rate	🔬 🍫	ction	100007				
Product Transa	tle"	Activity	/	2 Contr	act settlement			
Structure Additiona	al Data Administr. Othe	r Flows Paymer	nt Details	Cash Flow	Int.Rate.Adj.	Memos	P	
Partner	100010 Power Finance	e Corporation Limi	ted / PO Bo	x 110001 / 11	0001 New 📗	9		
Borrowng			Term					
Flow Type	1105 Borrowing / Increase		Start	31.01	.2018			
Amount	2.500.000,00	+ INR	End	31.03	.2018			
Rounding Cat.	Round to the Nearest	-	Inclusive	Start Inc	cluded	-		
Interest structure								
Interest Cat.	Fixed	Condition Type	be 11	200 Nominal	interest			
Percentage Rate	10,0000000							
Int.Calc.Method	act/365	•				Ð		
Frequency	Monthly	-						
Every	1 Months	•						
Repayment structure								
Repaymnt Method	Final Repayment	<ul> <li>Condition Type</li> </ul>	be 1	120 Final rep	payment			
Contract Conclusion								
Contract Date	31.01.2018 / 17:	14:12	Trader			1		
Contact Person			External Re	ef.				

🔄 Ex	it transaction			X
0	Save transaction fir	st? Click on Ye	S	
	Yes	No	×	Cancel





Interest rate instrument	<u>E</u> dit <u>G</u> oto Extr <u>a</u>	is En <u>v</u> ironment	System <u>H</u> elp	
Again click on Inte Instrument and se	▼ ≪ 📄 📿 🗭 rest rate lect Settle	ent: Initial S	ຍາຍຄະ Screen	
button				
Company Code1000Transaction10000	JBVNL, Ranchi 07			
Interest rate instrument 1000	007 in company code	1000 is changed		

#### 4.Posting of Short Term Loans to FI

#### Path

SAP Menu	Accounting => Financial Supply Chain Management=> Treasury
Path	and Risk Management=> Transaction Manager=> Money
	Market=> Accounting=> Posting=> Post Flows
SAP T-code	TBB1







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	Treasury: Post Flows	
	G 🔁 🖬	
4.Click on Execute button	Application  Foreign Exchange  Money Market  Derivatives  Securities	only Money Market lect all others
	General Selections	
	Company Code1000Transaction1000007Product TypeInterfaceTransaction TypeInterfaceID NumberInterfaceSecurities AccountInterfaceFutures AccountInterfaceBusiness PartnerInterfacePortfolioInterfaceCurrencyInterfaceFlow ClassificationInterfaceUp to and Including Due DateInterfaceOnly Post Flow Accord. to CrcyCheck Release	Company Code Transaction
	Posting Control Posting Date Posting period Document Date Test Run Post Operative Only Post All Valuation Areas	Instead of Due Date

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Postin	g Log: Posted	d Busin	ess Transactio	ons							
Test Clie Ranchi	ent			Post	ing Log				Time 1 RFTBBB	7:54:50 Da 00/YASHTRM Pa	te 31.01.2018 ge 1
Test run											
Company	y code 1000	Valuati	on area001 Opera	tive '	Valuation Ar	Payment /	Borrowing	(liability	Gen	eral ledger	31.01.2018
MM1105+ Borrowing / Increase Valuation class 0003 Held to Maturity / Loa Product type 55B Short Term Loans Transaction number 1000007											
40 50	2.500.000,00	) INR )- INR	2.500.000,00 2.500.000,00-	INR INR	2242001 1525001	ALB INCOMI SHORT TERM	NG BANK -50 LOAN A/C	0202671660		Accountir	ng Entry

Click on Back





Click on Execute button

Posting Log: Poste	d Business Tran	sactions					
Test Client Ranchi		Posting Log		T	ime 17:56:15 FTBBB00/YASHTRM	Date 31.01.2018 Page 1	
Company code 1000	Valuation area001	. Operative Valuation Ar	Payment / Borr	owing (liability	General ledger	31.01.2018	
				FI Reference	number 000000	0012R12017	
MM1105+ Borrowing / Transaction number	Increase Va 1000007	luation class 0003 Held	l to Maturity / Lo	a Product type	55B Short Term	Loans	
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Data Entry View           Document Number         100000021           Document Date         31.01.201           Reference         1000 001           Currency         INR	Company Code Posting Date Cross-Comp.No. Texts exist	1000   Fiscal Year     31.01.2018   Period     Ledger Group	2017 10 0L				
s etn ry. E.	(, e) (1, e), e, e						
CoCd         Item Key SG Trs         Account           1000         1 40         2242001           2 50         1525001	Description ALB INCOMING-71660 SHORT TERM LOAN A/C	Amount Curr. Material 2.500.000,00 INR 2.500.000.00 INR	Quantity Unit Plant	Purch.Doc. Value Date 31.01.2018	Tx G/L Account A	D Assignment Item I S 20180131	
2 50 1525001	SHUKT TERM LUAN A/C	2.500.000,00- INK		31.01.2018	1525001 S	n 20180131	





#### 5.Accrual / Deferral of Expenses and Revenues

Path

SAP Menu	Accounting => Financial Supply Chain Management=> Treasury
Path	and Risk Management=> Transaction Manager=> Money
	Market=> Accounting=> Accrual / Deferral=> Execute
SAP T-code	TBB4





Total

1200 -

28.02.2018 2100 -

Nominal interest

Interest accrual

#### Project – JBVNL Short Term Loans Process End User Manual – Treasury and Risk Management



<b>A I</b>						
Application	2 click on					
Foreign Exchange	S.CIICK UII					
Money Market	Execute button	1				
Derivatives						
General selections						
Company Code	1000			1.F	nter details like	
Transaction	100000	7 to				
Product Category	100000			Cor	mpany Code	
Product Type				Tra	insaction	
Transaction Type						
Business Partner		📙				
Facility						
Mactor Agreement		[	-			
Dortfolio			-			
Financo Project			-			
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Active Status			-			
Active Status		🖳	-			
External Reference						
Entered/Last Changed by						
User						
Date		to			<b>a</b>	
Control				-		
Key date	28.02.	2018 Incl	usive 🖌	Month-end	✓	
Postg date of accrual/defe	ral	Inst	- data			
Posting date of reset		inst	ead of day area		<ol><li>Enter date and</li></ol>	
Doc. date		inst	ead of current date			
Exchange rate type	М				Select Month-end	
Time Horizon By End of Ter	m 1	Acc	rue/Defer Transacti	ions X Years A	check hox	
✓ Translate Using Key Date	Price					
✓ Post immediately						
Post Operative Only						
Post All Valuation Are	35					
✓ Test run						
Check Release						
Reduced log						
Treasury: Accrual/De	ferral of Expenses and	Revenues				
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Logs and Hessages	Treasury: Accrual/I	Deferral of Expenses	and Revenues - 2	8.02.2018	Time 18:08:	54
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bgs and D P Flow t	Ad ype action 1000007	Amount Co Product Type 55B 9	Short Term Loans	29.04.2019	Transaction Typ 200 Borrowing	
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bego non records D P Flow t 1000 Trans - Nomina -	Articon 1000007 ) action 1000007 ) 1 interest 1 interest 1 interest 1 interest 1 interest	Amount Co Product Type 55B 9 60.958,90 II 62.328,77 II 63.013,70 II 63.013,70 II 61.643,84 II 61.643,84 II	Short Term Loans IR 31.01.2018 X IR 30.04.2018 X IR 30.07.2018 IR 30.10.2018 IR 30.01.2019	29.04.2018 29.07.2018 29.10.2018 29.01.2019 29.04.2019	Transaction Typ         200         Borrowing           89         3         act/365           91         3         act/365           92         3         act/365           92         3         act/365           90         3         act/365           90         3         act/365	
D p Flow I           pgs and           1000 Trans           - Nomina	Artion 1000007 ) 1 interest 1 1 interest 1	Amount C 2roduct Type 558 3 60.958,90 II 62.328,77 II 63.013,70 II 61.643,84 II 62.328,77 II 63.013,70 II 63.013,70 II	Short Term Loans (R 31.01.2018 X IR 30.04.2018 X IR 30.07.2018 IR 30.10.2018 IR 30.01.2019 IR 30.04.2019 X IR 30.07.2019	29.04.2018 29.07.2018 29.10.2018 29.01.2019 29.04.2019 29.07.2019 29.10.2019	Transaction Typ 200 Borrowing 89 3 act/365 91 3 act/365 92 3 act/365 92 3 act/365 90 3 act/365 91 3 act/365 91 3 act/365 92 3 act/365	

541.095,90 INR

19.863,01 INR 31.01.2018 X 28.02.2018 X

29 🕳

**1.Interest Calculation** for one month





Logs and Messages CLICK ON

) D P Flow type

1000 Transaction

0 Transaction Nominal interest Nominal interest

Nominal interest

Interest accrual

2.Click on Logs

and Messages

30.01.2019 1200 -30.04.2019 1200 -30.07.2019 1200 -30.10.2019 1200 -30.01.2020 1200 -31.03.2020 1200 -

28.02.2018 2100 -

1200 -

Total

est Client					Time 18:09:55 Dat	e 31.01.2018	
anchi		P	osting Log		RFTBAB00/YASHTRM Pag	je 1	
			Test ru	n			
Company code 1000	Valuation ar	rea001 Operati	ve Valuation Ar	Accrual/deferral	General ledger	28.02.2018	
D1002 Accruals: Ex Transaction number	penses 1000	Valuation	class 0003 Held	to Maturity / Loa Product type	55B Short Term Loan	IS	
19.863,0 19.863,0	l INR 1- INR	19.863,01 I 19.863,01- I	NR 4781001 NR 1467101	INTEREST ON STATE GOVERNMENT INTEREST ACCRUED BUT NOT DUE	LOANS ON BORROWINGS		
Company code 1000	Valuation ar	rea001 Operati	ve Valuation Ar	Accrual/deferral reset	General ledger	Acco Entri	unting es for
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ick on Back eselect Test Ru ick on Execute	n Button	,					
reasury: Accrual/Det	erral of Expe	nses and Reve	enues				
Logs and Messages							

Amount Crcy Calc.from M Calc.to M Days Calc.method

Transaction Typ 200 Borrowing 89 3 act/365 91 3 act/365 92 3 act/365 90 3 act/365 90 3 act/365 91 3 act/365 92 3 act/365 92 3 act/365 61 3 act/365

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**1.Interest Calculation** 

for one month

 1000007
 Product Type
 55E Short Term Loans

 st
 60.958,90 INR
 31.01.2018 X 29.04.2018

 st
 62.328,77 INR
 30.04.2018 X 29.07.2018

 st
 63.013,70 INR
 30.07.2018 29.10.2019

 st
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 63.013,70 INR
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 st
 63.013,70 INR
 30.01.2020 30.03.2020

541.095,90 INR

19.863,01 INR 31.01.2018 X 28.02.2018 X





Posting Log: Posted	Business Transactions			
est Client anchi	Posting Log	T R	ime 18:12:33 Date FTBAB00/YASHTRM Page	e 31.01.201
Company code 1000	Valuation area001 Operative Valuation Ar	Accrual/deferral	General ledger	28.02.2018
		FI Reference	number 0000000138	R12017
AD1002 Accruals: Expe Transaction number	enses Valuation class 0003 Held t 1000007	to Maturity / Loa Product type	55B Short Term Loan:	5
40 19.863,01 50 19.863,01	INR 19.863,01 INR 4781001 - INR 19.863,01- INR 1467101	INTEREST ON STATE GOVERNMENT LOA INTEREST ACCRUED BUT NOT DUE ON	NS BORROWINGS	100000022 100000022
Company code 1000	Valuation area001 Operative Valuation Ar	Accrual/deferral reset	General ledger	01.03.2018
		FI Reference	number 000000014	R12017
AD1003 Reseet Accrua Transaction number	ls: Expenses Valuation class 0003 Held t 1000007	to Maturity / Loa Product type	55B Short Term Loan:	5
40 19.863,01 50 19.863,01	INR 19.863,01 INR 1467101 - INR 19.863,01- INR 4781001	INTEREST ACCRUED BUT NOT DUE ON INTEREST ON STATE GOVERNMENT LOA	BORROWINGS NS	100000023 100000023
			Accounting Entr Accrued interes documents	ies of t with Fl

#### END OF SHORT TERM LOANS