

Subject: M-codex billing database guidelines.

1. Billing database for most new projects listed below have been migrated to M-codex. Older projects continue to remain on the older database. Eg.: Vista, SOV – 1 to 95, AGH, VOC, NE, etc. New projects migrated to M-codex are: GMR, MPL, MGA, SOVIII, GHT, BRGV, MCMET, GVRC, GVDC and other new projects.
2. On M-codex a maker checker model has been implemented, wherein engineers at site will scan their bills and make appropriate entry in the billing database. The records entered by site will have to be approved by the E&D team. Only approved records will show up in the reports of the billing database (site engineers are makers and E&D is checker). E&D no longer has permission to enter the documents and approve them.
3. E&D may request site to enter or correct bills as they no longer can make entries of bills. However, in case of gross errors E&D may reject the bills and sites will be required to re-enter the bill.
4. The idea is to ensure that site have ownership of the billing database. We have to doubly check before making entries.
5. E&D team shall ensure that voucher no. and voucher date is obtained from accounts and entered into the billing database. It will help reconcile billing database with tally.
6. E&D shall print the scanned bills and get approval from MD.
7. In M-codex 2.0 (next upgrade), the entire approval process will be digital and no printouts will be required.
8. Value of bills entered must include GST if applicable. However, do not deduct TDS even if applicable in the billing database.

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