Steps to perform E-Payment

- Enter T-Code ZFI_EPAYMENT and press Enter

- Enter your Profit Center

- Enter Profit Centre of Payment office & Biller Id to whom payment is to be made.
• Press Enter Key for Biller selection:
  o After pressing Enter respective biller type will be automatically selected.

• Select Detailed/Summary Report Tab & execute:
Note:
Summary report will display total amount payable to the biller without rounding off at any level. However, detailed report (can be exported to excel) will display individual details along with liability document numbers. It is suggested to compare both the reports before proceeding to payment.

- Following data will be generated in detailed report:

For Blocking any transaction against Payment:
- Tick marks the entries that you want to block i.e stop the payment. (Do not select if no transaction is required to be blocked). Unblocking can be made through `zfi_unblock`.
• Click on Post Documents (This will navigate to F-58 screen only which can process BL/BA documents only)

• Enter the Bank Details and Check lot of respective office
Process of making Payment to E-Billers in CSI

- Click on Enter Payments

![Payment with Printout: Header Data](image)

- Enter PsCode/BankCode

![Payment with Printout Header Data](image)
- Enter Amount/ Assignment (i.e. Check Number) in Bank details:

![Payment with Printout Header Data](image1)

- Enter Customer Number/Biller Id

![Payment with Printout Header Data](image2)
• Click on Process Open Items

This will compare the amount entered in Bank details (to be paid) along with amount as displayed in zfi_epayment detailed report. In case of huge difference (Not assigned> 50) kindly raise ticket & reach csicct.cept@Indiapost.gov.in for resolution. Minor difference will be there due to rounding off each amount at collection level.
• Check whether amount entered and amount assigned are same (In case if they do not match either wrong amount is entered or incorrect selections are made)

• Click on Overview
• Below screen appears:
• Change Document Header Text & double click on Drawing from Bank(Blue Line):
• Enter Profit Centre of Payment Office: (Office of accounting)

• Click on Overview & Simulate the entries:
Process of making Payment to E-Billers in CSI

- Below screen appears:

```
<table>
<thead>
<tr>
<th>PK</th>
<th>BusA Acct</th>
<th>INR</th>
<th>Amount</th>
<th>Tax amnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>50 1016 4867000012 Drawing From BankCI</td>
<td>4,276.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>05 1016 0000007029 SMT JYOTI AGRAWAL</td>
<td>4,276.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

- Click on Post
  Note the payment document number

✉ CSICCT.CEPT@INDIAPOST.GOV.IN