How to exclude the duplicate liability document from payment in F-58

If any duplicate liability found for COD Frontended articles in the ZCOD_Duplicates Report, it can be excluded and proceed for payment for remaining open items till the reversal of such duplicate liability by the concerned. Below process may be followed to exclude such documents.

1. Duplicate liability can be noted by executing ZCOD_Duplicates Report. Ex: As per the below SS there are two open liabilities w.r.t Article ER469693228IN, both should be excluded from payment.

<table>
<thead>
<tr>
<th>Acc. Document No.</th>
<th>Field Year</th>
<th>Amount (G. Article Number)</th>
<th>Booking Date</th>
<th>Booking Office</th>
<th>Profit Center</th>
<th>Payment Document No.</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>420074358</td>
<td>2019</td>
<td>21,081.00 ER469693228IN</td>
<td>02.04.2019</td>
<td>Suppl. CDF RFC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>420074359</td>
<td>2019</td>
<td>21,081.00 ER469693228IN</td>
<td>02.04.2019</td>
<td>Suppl. CDF RFC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Execute F-58, input the field as per the existing process and click on Process Open Items

3. In the below screen click on ‘Field content search’ icon=>select ‘Document Number’ and provide the document numbers to be excluded and execute.
4. Refer the below SS, Deactivate the line items and post the document to draw cheque.
   1. ’Select’ the line items to be excluded
   2. Click on ’Deactivate items’.
   3. Ensure that corresponding amount got reduced in the ’Amount Assigned’ field

Note:

a. This process is only to avoid delay in payment to the Biller because of duplicate liability.

b. Rest process to reverse the duplicate liability mentioned in “CSI COD Front Ending Standard Operating Procedure V2.0” remains unchanged.

c. This process has to follow everytime for duplicate liability docs till it get reversed by the concerned collection office/delivery office.