Steps to perform E-Payment
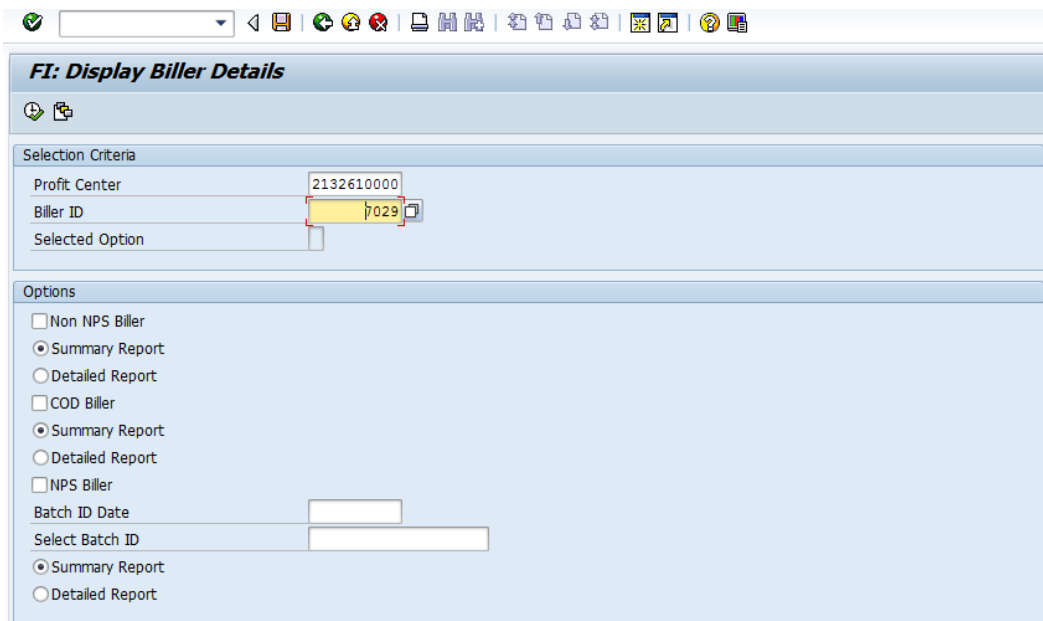
- Enter T-Code ZFI_EPAYMENT and press Enter
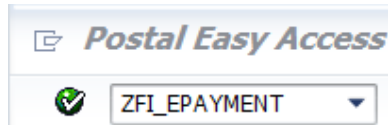
- Enter your Profit Center

- Enter Profit Centre of Payment office & Biller Id to whom payment is to be made.

- Press Enter Key for Biller selection:
  - After pressing Enter respective biller type will be automatically selected.

FI: Display Biller Details

Selection Criteria

Profit Center	2132610000
Biller ID	7029
Selected Option	1

Options

- ☑ Non NPS Biller
- ⊙ Summary Report
- ○ Detailed Report
- ☐ COD Biller
- ⊙ Summary Report
- ○ Detailed Report
- ☐ NPS Biller
- Batch ID Date
- Select Batch ID
- ⊙ Summary Report
- ○ Detailed Report

- Select Detailed/Summary Report Tab & execute:

FI: Display Biller Details

Selection Criteria

Profit Center	2132610000
Biller ID	7029
Selected Option	

Options

- ☑ Non NPS Biller
- ○ Summary Report
- ⊙ Detailed Report
- ☐ COD Biller
- ⊙ Summary Report
- ○ Detailed Report
- ☐ NPS Biller
- Batch ID Date
- Select Batch ID
- ⊙ Summary Report
- ○ Detailed Report

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

- • Click on Enter Payments

- • Enter PsCode/BankCode

- Enter Amount/ Assignment(i.e Check Number) in Bank details:

Payment with Printout Header Data

Process Open Items

Document Date	20.06.2017	Type	DZ	Company Code	DOPI	
Posting Date	20.06.2017	Period	3	Currency/Rate	INR	
Document Number				Translatn Date		
Reference	356893			Cross-CC no.		
PsCode/BankCode	401/001			Trading Part.BA		
Clearing text	Payment to XYZ					

Bank posting details

Amount	4276	Business Area	
Value Date	20.06.2017	Assignment	356893
Transactn Type			

- Enter Customer Number/Biller Id

Payment with Printout Header Data

Process Open Items

Document Date	20.06.2017	Type	DZ	Company Code	DOPI	
Posting Date	20.06.2017	Period	3	Currency/Rate	INR	
Document Number				Translatn Date		
Reference	356893			Cross-CC no.		
PsCode/BankCode	401/001			Trading Part.BA		
Clearing text	Payment to XYZ					

Bank posting details

Amount	4276	Business Area	
Value Date	20.06.2017	Assignment	356893
Transactn Type			

Payee

Vendor		Company Code	DOPI
Customer	7029	Payee	
☐ Payment on acct	Pmnt on acct		

Paid items

☑ Standard OIs

Special G/L ind

Additional selections

◉ None
○ Amount
○ Others

- Click on Process Open Items

Payment with Printout Header Data

Process Open Items

Document Date	20.06.2017	Type	DZ	Company Code	DOPI
Posting Date	20.06.2017	Period	3	Currency/Rate	INR
Document Number				Translatn Date	
Reference	356893			Cross-CC no.	
PsCode/BankCode	401/001			Trading Part.BA	
Clearing text	Payment to XYZ				

Bank posting details

Amount	4276	Business Area	
Value Date	20.06.2017	Assignment	356893
Transactn Type			

Payee

Vendor		Company Code	DOPI
Customer	7029	Payee	
☐ Payment on acct	Pmnt on acct		

Paid items	Additional selections
☑ Standard OIs	⦿ None
Special G/L ind	○ Amount
	○ Others

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:

Payment with Printout Display Overview

Process Open Items   Choose open items   Display Currency   Account Model   Taxes

Document Date	20.06.2017	Type	DZ	Company Code	DOPI
Posting Date	20.06.2017	Period	3	Currency	INR
Document Number	INTERNAL	Fiscal Yr	2017	Translatn Date	20.06.2017
Reference	356893			Cross-CC No.	
Doc.Header Text	401/001			Part.Bus.Area	

Items in document currency

```
   PK  BusA Acct                        INR   Amount        Tax amnt
001 50       4867000012 Drawing From BankCl      4,276.00-


D 0.00           C 4,276.00                4,276.00- *   1 Line items
```

Other Line Items

PKey		Account		SG/L Ind.		ATT		New Comp.Cod	

- Change Document Header Text & double click on Drawing from Bank(Blue Line):

Payment with Printout Display Overview

Process Open Items　　Choose open items　　Display Currency　　Account Model　　Taxes

Document Date	20.06.2017	Type	DZ	Company Code	DOPI
Posting Date	20.06.2017	Period	3	Currency	INR
Document Number	INTERNAL	Fiscal Yr	2017	Translatn Date	20.06.2017
Reference	356893			Cross-CC No.	
Doc.Header Text	Bajaj finance 06/17			Part.Bus.Area	

Items in document currency

```
    PK  BusA Acct                          INR   Amount        Tax amnt
001 50      4867000012 Drawing From BankC1        4,276.00-
```

```
D 0.00              C 4,276.00                    4,276.00- *    1 Line items
```

Other Line Items

PKey		Account		SG/L Ind.	ATT		New Comp.Cod	

- Enter Profit Centre of Payment Office:(Office of accounting)

Payment with Printout Correct G/L account item

👤 🖪 🖪 🗗   Choose open items   Process Open Items   ➡ More data   Account Model

G/L Account   4867000012 Drawing From BankClg AP
Company Code   DOPI Department of Post India

Item 1 / Credit entry / 50

Amount	4,276.00	INR

☐ Calculate tax

Business Place
Segment
Profit Ctrs   213261000

➡ More

Value Date   20.06.2017
Assignment   356893
Text   ✏ Long Texts

Next Line Item

PKey ☐   Account ☐   SG/L Ind. ☐   New Comp.Cod ☐

- Click on Overview & Simulate the entries:

Payment with Printout Correct G/L account item

👤 🖪 🖪 🗗   Choose open items   Process Open Items   ➡ More data   Account Model

G/L Account   4867000012 Drawing From BankClg AP
Company Code   DOPI Department of Post India

Item 1 / Credit entry / 50

Amount	4,276.00	INR

☐ Calculate tax

Business Place
Segment
Profit Ctrs   213261000

➡ More

Value Date   20.06.2017
Assignment   356893
Text   ✏ Long Texts

Next Line Item

PKey ☐   Account ☐   SG/L Ind. ☐   New Comp.Cod ☐

- Below screen appears:

Payment with Printout Display Overview

Display Currency   Taxes   Reset

Document Date	20.06.2017	Type	DZ	Company Code	DOPI
Posting Date	20.06.2017	Period	3	Currency	INR
Document Number	INTERNAL	Fiscal Yr	2017	Translatn Date	20.06.2017
Reference	356893			Cross-CC No.	
Doc.Header Text	Bajaj finance 06/17			Part.Bus.Area	

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001 50	1016	4867000012	Drawing From BankCl		4,276.00-	
002 05	1016	0000007029	SMT JYOTI AGRAWAL		4,276.00	

D 4,276.00   C 4,276.00   0.00   *   2 Line items

- Click on Post

  Note the payment document number

Information

ⓘ Document 4100001218 was posted in company code
DOPI

✓ ❓

✉ CSICCT.CEPT@INDIAPOST.GOV.IN