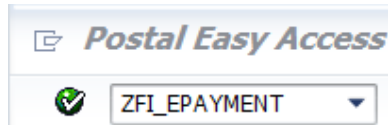
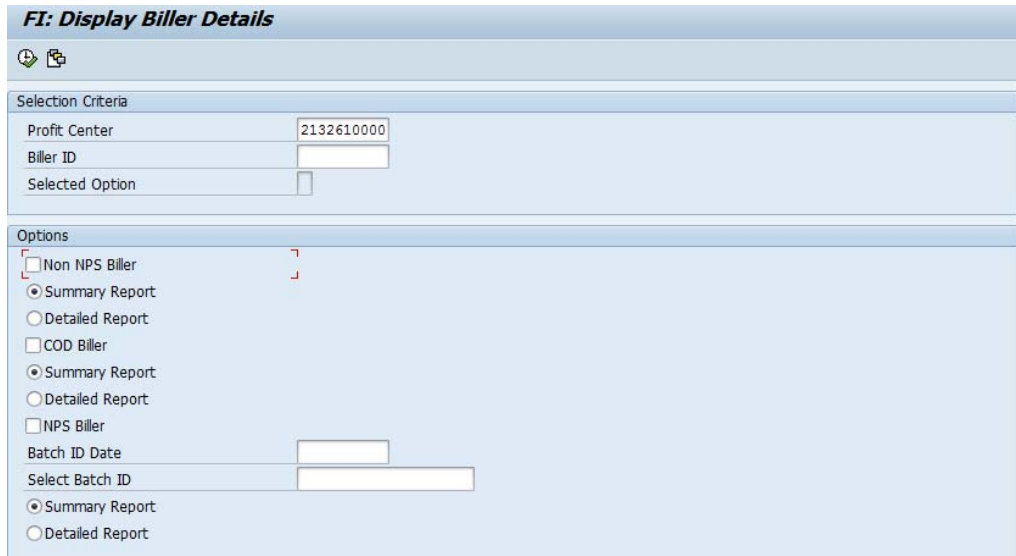


Steps to perform E-Payment

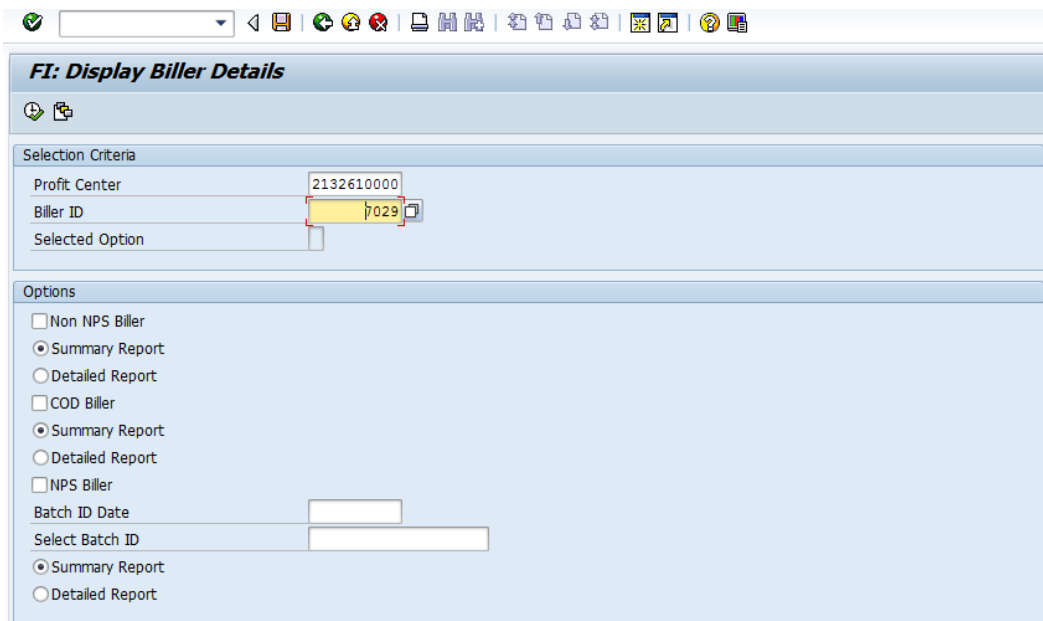
- Enter T-Code ZFI_EPAYMENT and press Enter



- Enter your Profit Center

A screenshot of the 'FI: Display Biller Details' form. The form has a title bar with a refresh icon and a search icon. Below the title bar, there is a section titled 'Selection Criteria' with three input fields: 'Profit Center' (filled with '2132610000'), 'Biller ID' (empty), and 'Selected Option' (empty). Below this is an 'Options' section with several radio and checkbox options: 'Non NPS Biller' (checkbox), 'Summary Report' (radio), 'Detailed Report' (radio), 'COD Biller' (checkbox), 'Summary Report' (radio), 'Detailed Report' (radio), 'NPS Biller' (checkbox), 'Batch ID Date' (input field), 'Select Batch ID' (input field), 'Summary Report' (radio), and 'Detailed Report' (radio).

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

A screenshot of the 'FI: Display Biller Details' form, similar to the previous one, but with the 'Biller ID' field now filled with '7029'. The 'Profit Center' field remains '2132610000'. The 'Options' section is the same as in the previous screenshot.

- 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:

FI: Display Biller Details

DETAILED BILLER REPORT

Payment Block	Biller ID	Biller Name	Document Number	Document Year	Collection ID	Collection Date	Counter Receipt Number	R.R.Number	Σ	Net Amount
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		671.00
										5,345.00

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.

FI: Display Biller Details

DETAILED BILLER REPORT

Payment Block	Biller ID	Biller Name	Document Number	Document Year	Collection ID	Collection Date	Counter Receipt Number	R.R.Number	Σ	Net Amount
<input checked="" type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		671.00
										5,345.00

- Click on Post Documents (This will navigate to F-58 screen only which can process BL/BA documents only)

FI: Display Biller Details

Selections | Post Documents

DETAILED BILLER REPORT

Payment Block	Biller ID	Biller Name	Document Number	Document Year	Collection ID	Collection Date	Counter Receipt Number	R.R.Number	Σ	Net Amount
<input checked="" type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		671.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		398.00
<input type="checkbox"/>	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	050112011999881119900	12120144510118988999999		671.00
										5,345.00

- Enter the Bank Details and Check lot of respective office

Payment with Printout: Header Data

Delete Enter Payments

Payment Method and Form Specifications	Processing Type
Company Code <input type="text" value="DOPI"/>	<input type="checkbox"/> Calculate pmnt amnt
Payment method <input type="text" value="C"/>	
House Bank <input type="text" value="AP012"/>	
Check lot number <input type="text" value="1"/>	
Alternative Form <input type="text"/>	
Padding Character <input type="text"/>	
Output Control	
Printer for forms <input type="text" value="PDF"/>	<input type="checkbox"/> Print immediately
Pmnt advice printer <input type="text"/>	<input type="checkbox"/> Recipient's lang.
	<input type="checkbox"/> Currency in ISO code
	<input type="checkbox"/> Test printout
	<input type="checkbox"/> Do not Void any Checks

- Click on Enter Payments

Payment with Printout: Header Data

Delete Enter Payments

Payment Method and Form Specifications	Processing Type
Company Code <input type="text" value="DOPI"/>	<input type="checkbox"/> Calculate pmnt amnt
Payment method <input type="text" value="C"/>	
House Bank <input type="text" value="AP012"/>	
Check lot number <input type="text" value="1"/>	
Alternative Form <input type="text"/>	
Padding Character <input type="text"/>	

Output Control	
Printer for forms <input type="text" value="PDF"/>	<input type="checkbox"/> Print immediately
Pmnt advice printer <input type="text"/>	<input type="checkbox"/> Recipient's lang.
	<input type="checkbox"/> Currency in ISO code
	<input type="checkbox"/> Test printout
	<input type="checkbox"/> Do not Void any Checks

- Enter PsCode/BankCode

Payment with Printout Header Data

Process Open Items

Document Date	<input type="text" value="20.06.2017"/>	Type	<input type="text" value="DZ"/>
Posting Date	<input type="text" value="20.06.2017"/>	Period	<input type="text" value="3"/>
Document Number	<input type="text"/>		
Reference	<input type="text"/>		
PsCode/BankCode	<input checked="" type="checkbox"/>		
Clearing text	<input type="text"/>		

Bank posting details	
Amount	<input type="text"/>
Value Date	<input type="text" value="20.06.2017"/>
Transactn Type	<input type="text"/>

Payee	
Vendor	<input type="text"/>
Customer	<input type="text"/>
<input type="checkbox"/> Payment on acct	<input type="text"/>
<input type="checkbox"/> Pmnt on acct	<input type="text"/>

Paid items	
<input checked="" type="checkbox"/> Standard OIs	
Special G/L ind	<input type="text"/>

Document Header Text (2) 11 Entries found

Bank De...	Bank Description
401/001	RBI ANDHRA PRADESH
401/002	SBI ANDHRA PRADESH
404/002	SBI PUNE
410/002	SBI TEST
410/011	KA SBH BANK
410/012	SBM MAYSORE
410/024	KA CANARA BANK
410/263	TEST DATA 3
410/812	TEST DATA 4
410/979	TEST DATA 5
416/002	SBI ASSAM

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

Payment with Printout Header Data			
<input type="button" value="Process Open Items"/>			
Document Date	<input type="text" value="20.06.2017"/>	Type	<input type="text" value="DZ"/>
Posting Date	<input type="text" value="20.06.2017"/>	Period	<input type="text" value="3"/>
Document Number	<input type="text"/>	Company Code	<input type="text" value="DOPI"/>
Reference	<input type="text" value="356893"/>	Currency/Rate	<input type="text" value="INR"/>
PsCode/BankCode	<input type="text" value="401/001"/>	Translatn Date	<input type="text"/>
Clearing text	<input type="text" value="Payment to XYZ"/>		
Bank posting details			
Amount	<input type="text" value="4276"/>	Business Area	<input type="text"/>
Value Date	<input type="text" value="20.06.2017"/>	Assignment	<input type="text" value="356893"/>
Transactn Type	<input type="text"/>		

- Enter Customer Number/Biller Id

Payment with Printout Header Data			
<input type="button" value="Process Open Items"/>			
Document Date	<input type="text" value="20.06.2017"/>	Type	<input type="text" value="DZ"/>
Posting Date	<input type="text" value="20.06.2017"/>	Period	<input type="text" value="3"/>
Document Number	<input type="text"/>	Company Code	<input type="text" value="DOPI"/>
Reference	<input type="text" value="356893"/>	Currency/Rate	<input type="text" value="INR"/>
PsCode/BankCode	<input type="text" value="401/001"/>	Translatn Date	<input type="text"/>
Clearing text	<input type="text" value="Payment to XYZ"/>		
Bank posting details			
Amount	<input type="text" value="4276"/>	Business Area	<input type="text"/>
Value Date	<input type="text" value="20.06.2017"/>	Assignment	<input type="text" value="356893"/>
Transactn Type	<input type="text"/>		
Payee			
Vendor	<input type="text"/>	Company Code	<input type="text" value="DOPI"/>
Customer	<input type="text" value="7029"/>	Payee	<input type="text"/>
<input type="checkbox"/> Payment on acct	<input type="checkbox"/> Pmnt on acct	<input type="text"/>	
Paid items		Additional selections	
<input checked="" type="checkbox"/> Standard OIs		<input type="radio"/> None	
Special G/L ind <input type="text"/>		<input type="radio"/> Amount	
		<input type="radio"/> Others	

- Click on Process Open Items

Payment with Printout Header Data			
Process Open Items			
Document Date	20.06.2017	Type	DZ
Posting Date	20.06.2017	Period	3
Document Number		Company Code	DOPI
Reference	356893	Currency/Rate	INR
PsCode/BankCode	401/001	Translatn Date	
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	
<input type="checkbox"/> Payment on acct	<input type="checkbox"/> Pmnt on acct		
Paid items		Additional selections	
<input checked="" type="checkbox"/> Standard OIs		<input checked="" type="radio"/> None	
Special G/L ind		<input type="radio"/> Amount	
		<input type="radio"/> 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)

Payment with Printout Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Prnt Res.Items WH Tax

Account items 7029 SMT JYOTI AGRAWAL

Document...	D..	Text	Document...	P..	Bu...	Da...	Purchasing...	Li...	Item	S	INR Gross	CashDiscount	CDP...
330000183	BL		25.05.2017	11	1016	26		3	0		1,069.00-		
330000184	BL		26.05.2017	11	1016	25		3	0		1,069.00-		
330000185	BL		27.05.2017	11	1016	24		3	0		2,138.00-		

Processing Status

Number of items	3	Amount entered	4,276.00-
Display from item	1	Assigned	4,276.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

- Click on Overview

Payment with Printout Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Prnt Res.Items WH Tax

Account items 7029 SMT JYOTI AGRAWAL

Document...	D..	Text	Document...	P..	Bu...	Da...	Purchasing...	Li...	Item	S	INR Gross	CashDiscount	CDP...
330000183	BL		25.05.2017	11	1016	26		3	0		1,069.00-		
330000184	BL		26.05.2017	11	1016	25		3	0		1,069.00-		
330000185	BL		27.05.2017	11	1016	24		3	0		2,138.00-		

Processing Status

Number of items	3	Amount entered	4,276.00-
Display from item	1	Assigned	4,276.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

- Below screen appears:

Payment with Printout Display Overview

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 BankC1	4,276.00-	

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

Other Line Items

PKKey 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

Value Date 20.06.2017

Assignment 356893

Text

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

Value Date 20.06.2017

Assignment 356893

Text

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



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