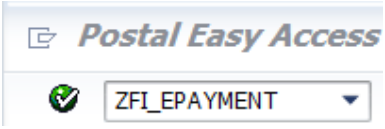
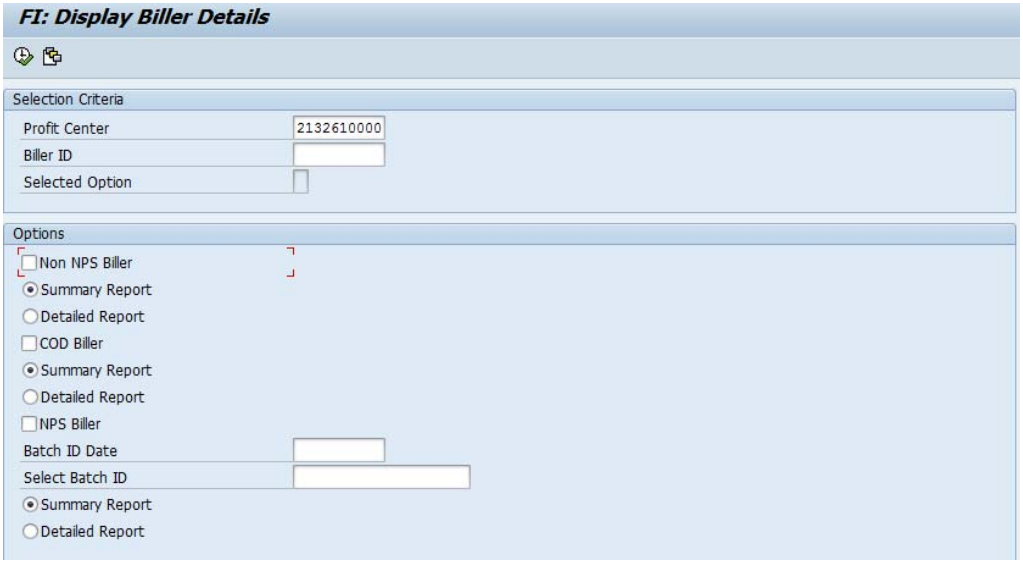
Steps to perform E-Payment

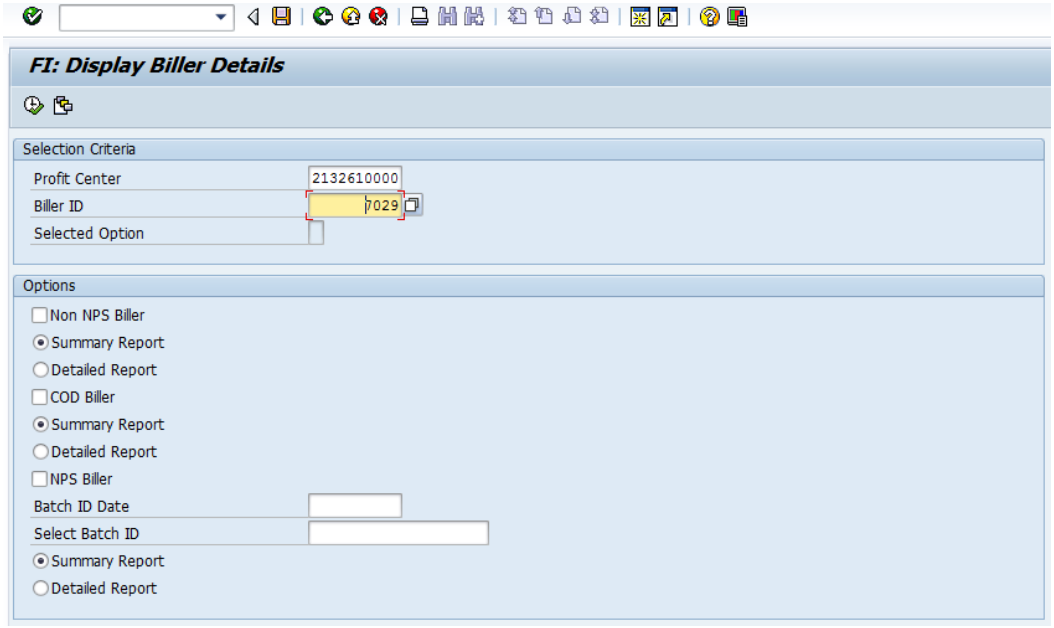
- Enter T-Code ZFI_EPAYMENT and press Enter



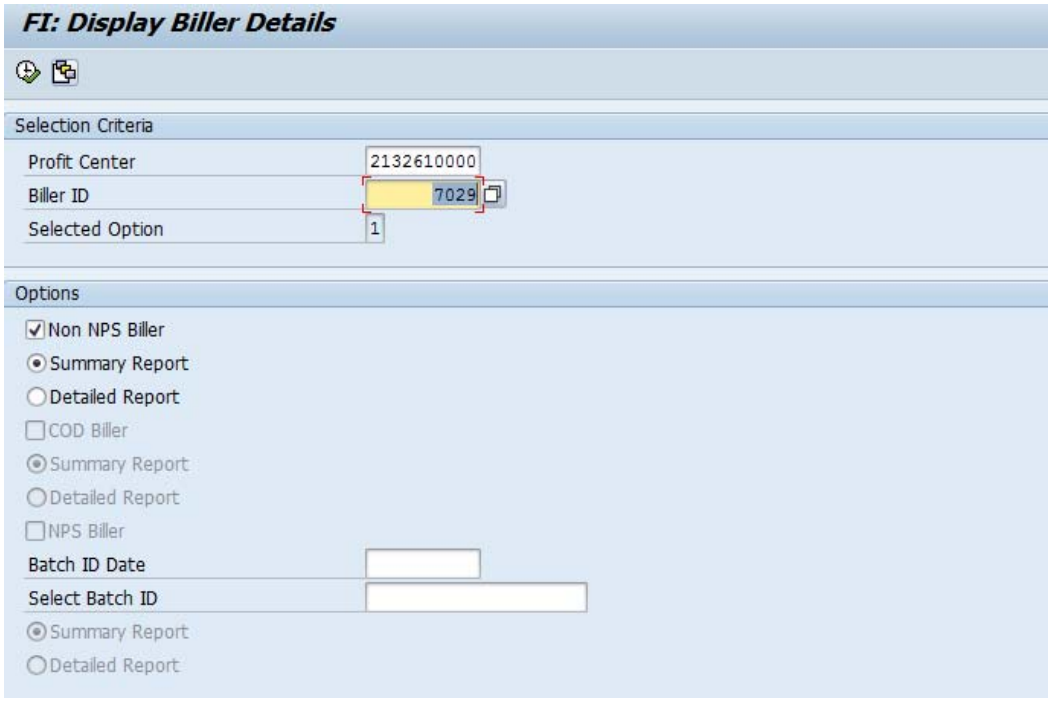
- Enter your Profit Center



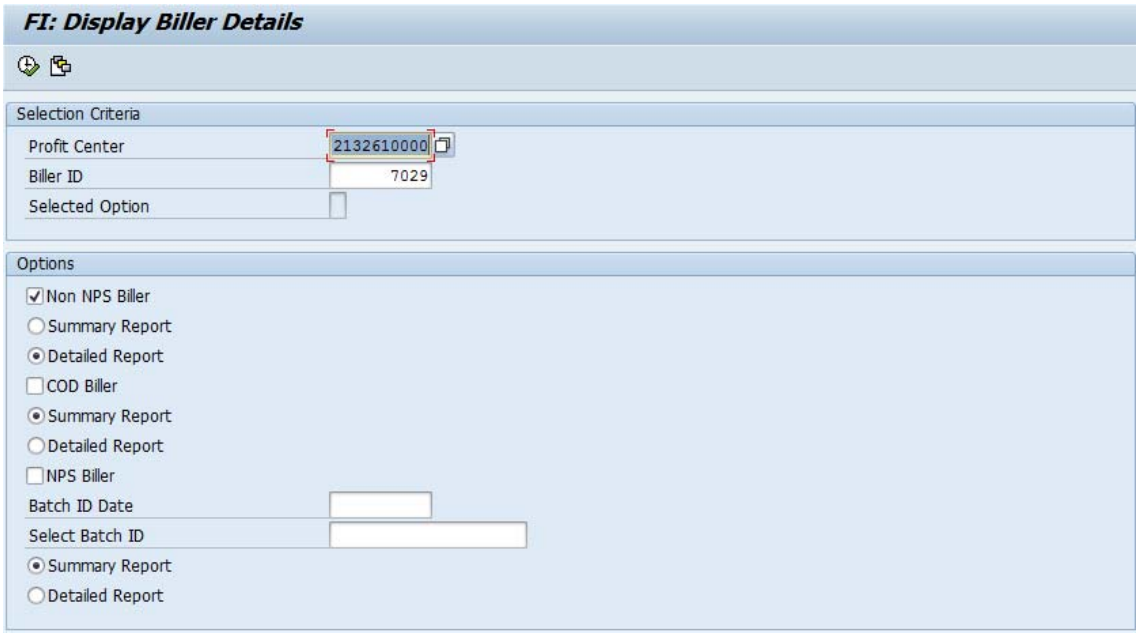
- Enter Profit Centre of Payment office & Biller Id to whom payment is to be made.



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



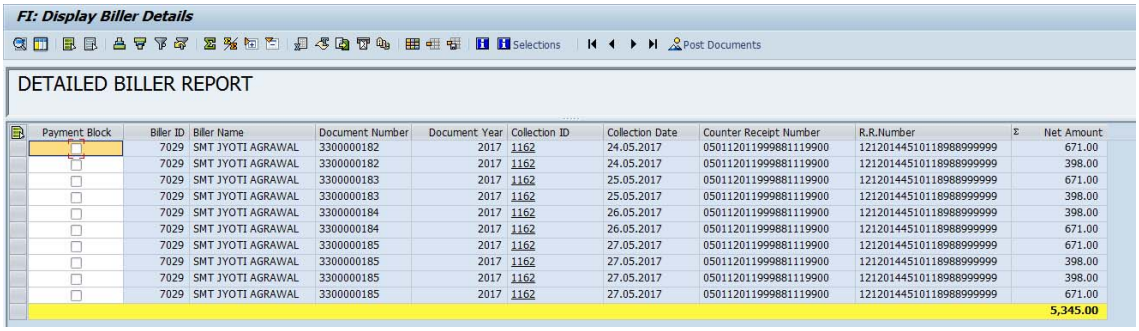
- Select Detailed/Summary Report Tab & execute:



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.

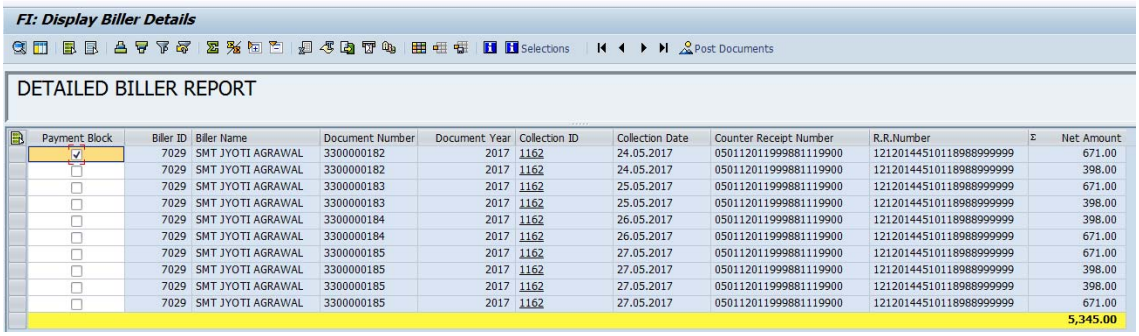
- Following data will be generated in detailed report:



Payment Block	Biller ID	Biller Name	Document Number	Document Year	Collection ID	Collection Date	Counter Receipt Number	R.R.Number	Net Amount
	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	05011201199988111990O	121201445101189889999999	671.00
	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	05011201199988111990O	121201445101189889999999	671.00
	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	05011201199988111990O	121201445101189889999999	671.00
	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189889999999	671.00
	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189889999999	671.00
									5,345.00

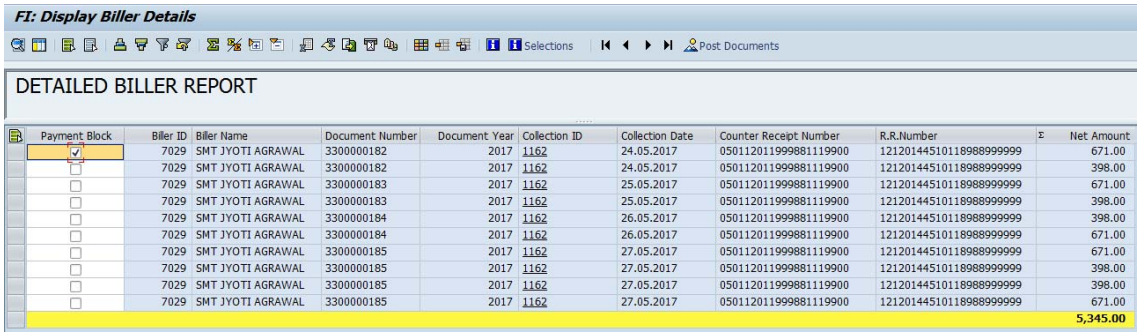
For Blocking any transaction against Payment:

- 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.



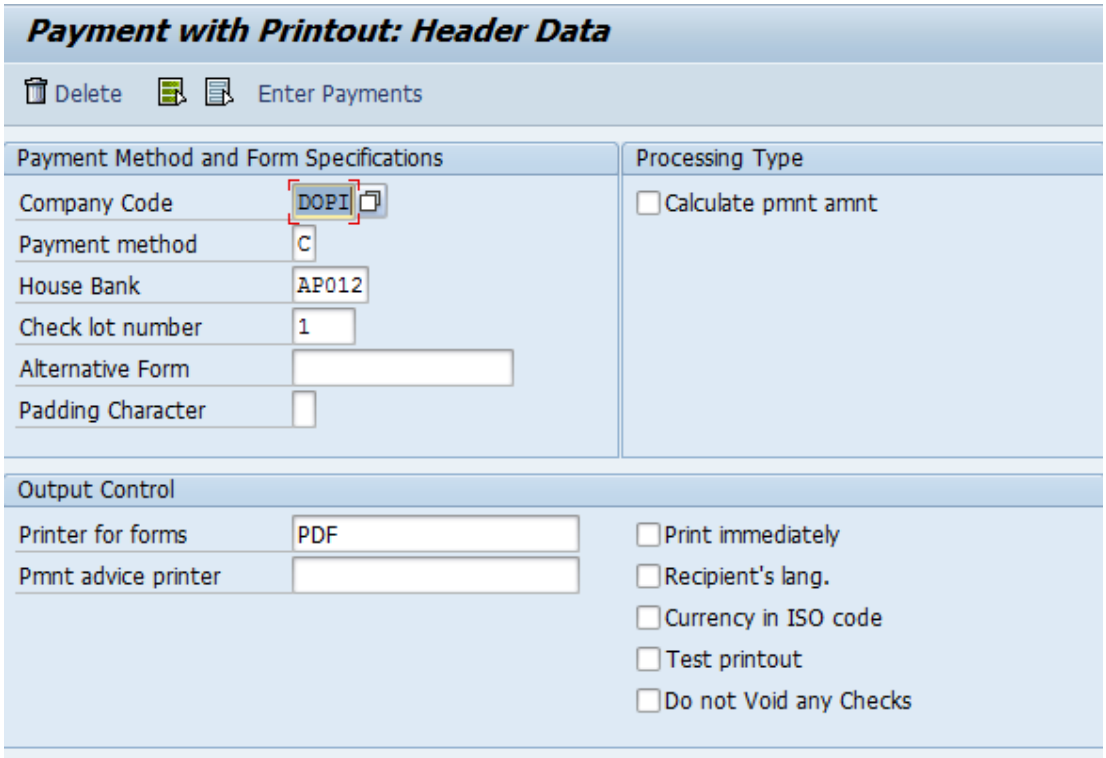
Payment Block	Biller ID	Biller Name	Document Number	Document Year	Collection ID	Collection Date	Counter Receipt Number	R.R.Number	Net Amount
☑	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	05011201199988111990O	121201445101189889999999	671.00
	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	05011201199988111990O	121201445101189889999999	671.00
	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	05011201199988111990O	121201445101189889999999	671.00
	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189889999999	671.00
	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189889999999	398.00
	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189889999999	671.00
									5,345.00

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

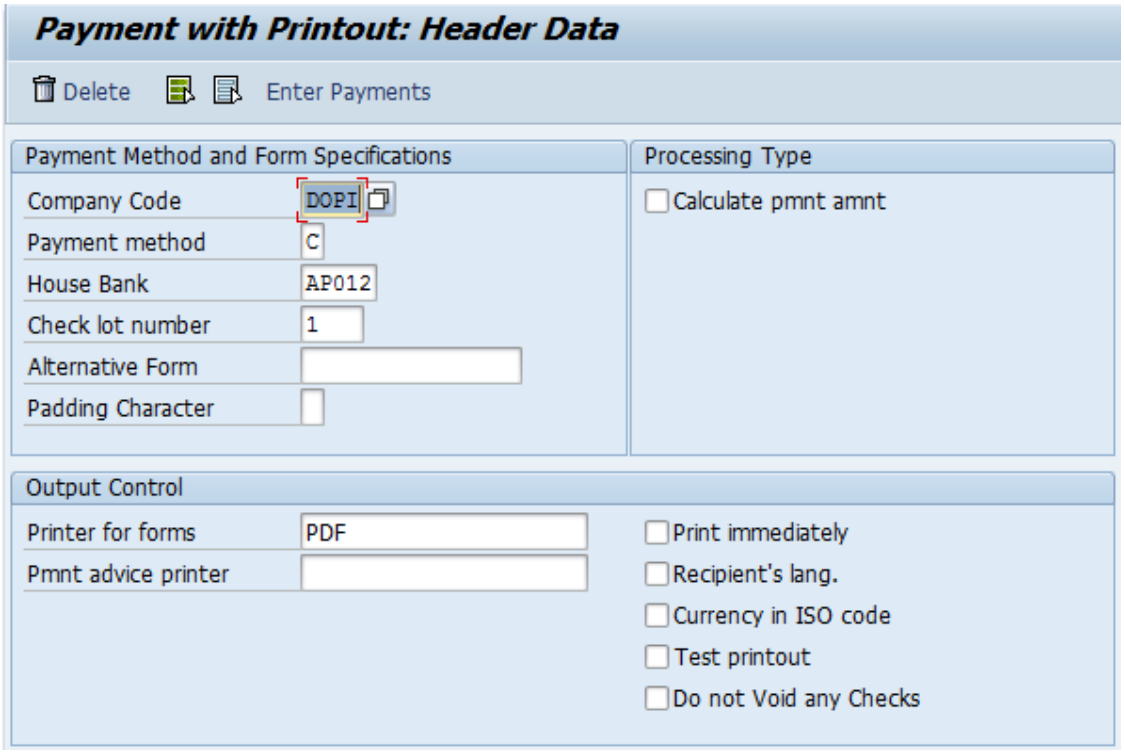


Payment Block	Biller ID	Biller Name	Document Number	Document Year	Collection ID	Collection Date	Counter Receipt Number	R.R.Number	Net Amount
☑	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	05011201199988111990O	121201445101189899999	671.00
☐	7029	SMT JYOTI AGRAWAL	3300000182	2017	1162	24.05.2017	05011201199988111990O	121201445101189899999	398.00
☐	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	05011201199988111990O	121201445101189899999	671.00
☐	7029	SMT JYOTI AGRAWAL	3300000183	2017	1162	25.05.2017	05011201199988111990O	121201445101189899999	398.00
☐	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	05011201199988111990O	121201445101189899999	398.00
☐	7029	SMT JYOTI AGRAWAL	3300000184	2017	1162	26.05.2017	05011201199988111990O	121201445101189899999	671.00
☐	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189899999	671.00
☐	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189899999	398.00
☐	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189899999	398.00
☐	7029	SMT JYOTI AGRAWAL	3300000185	2017	1162	27.05.2017	05011201199988111990O	121201445101189899999	671.00
									5,345.00

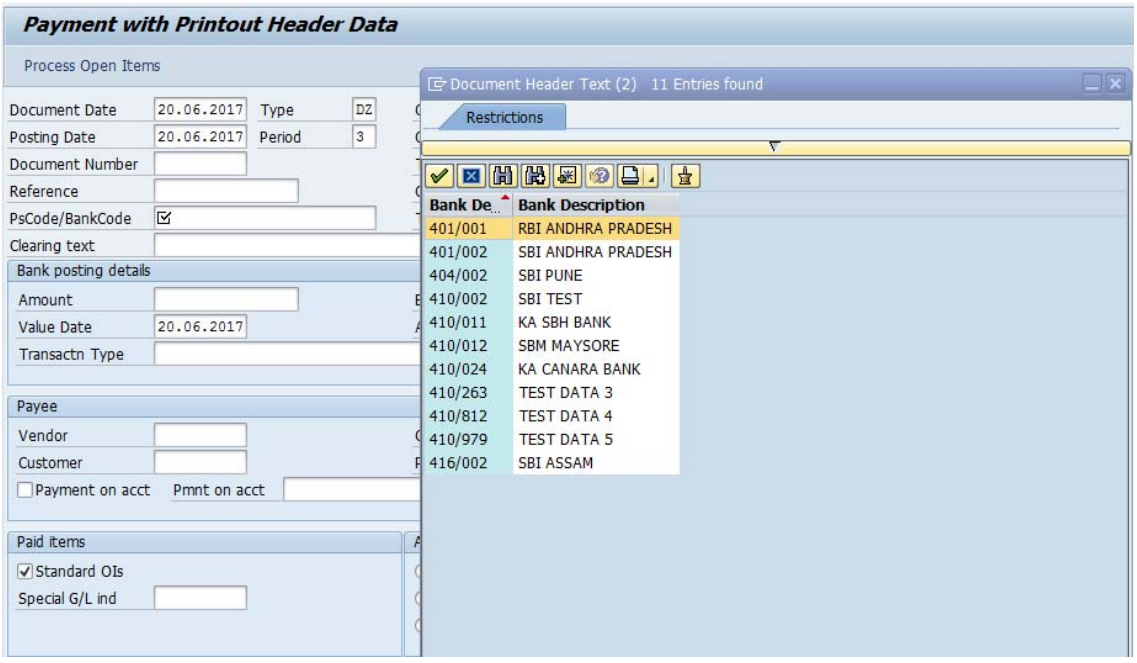
- Enter the Bank Details and Check lot of respective office



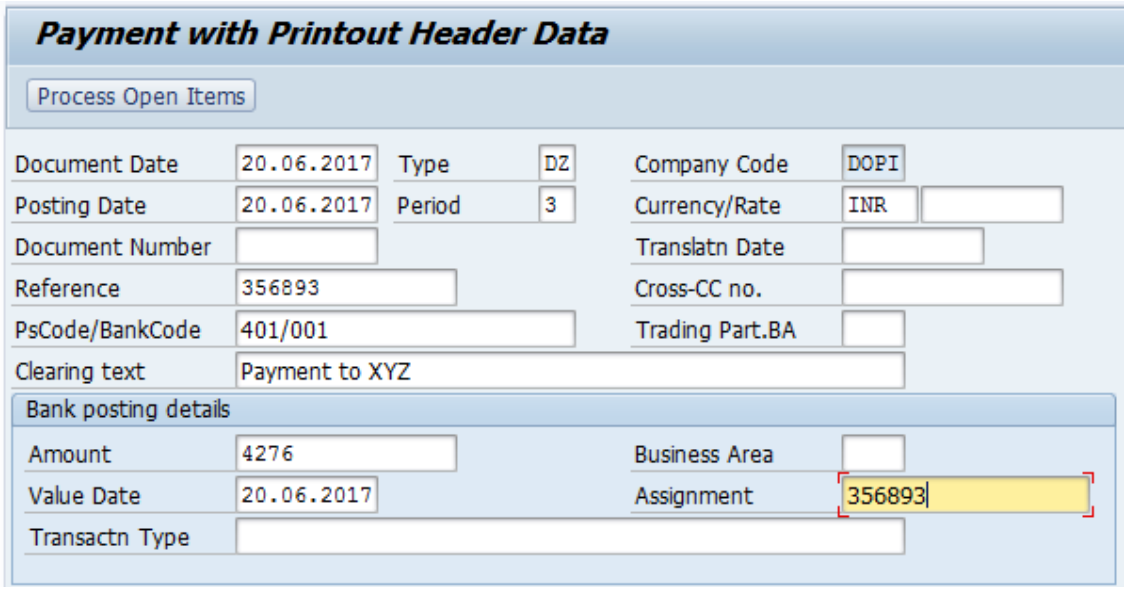
- Click on Enter Payments



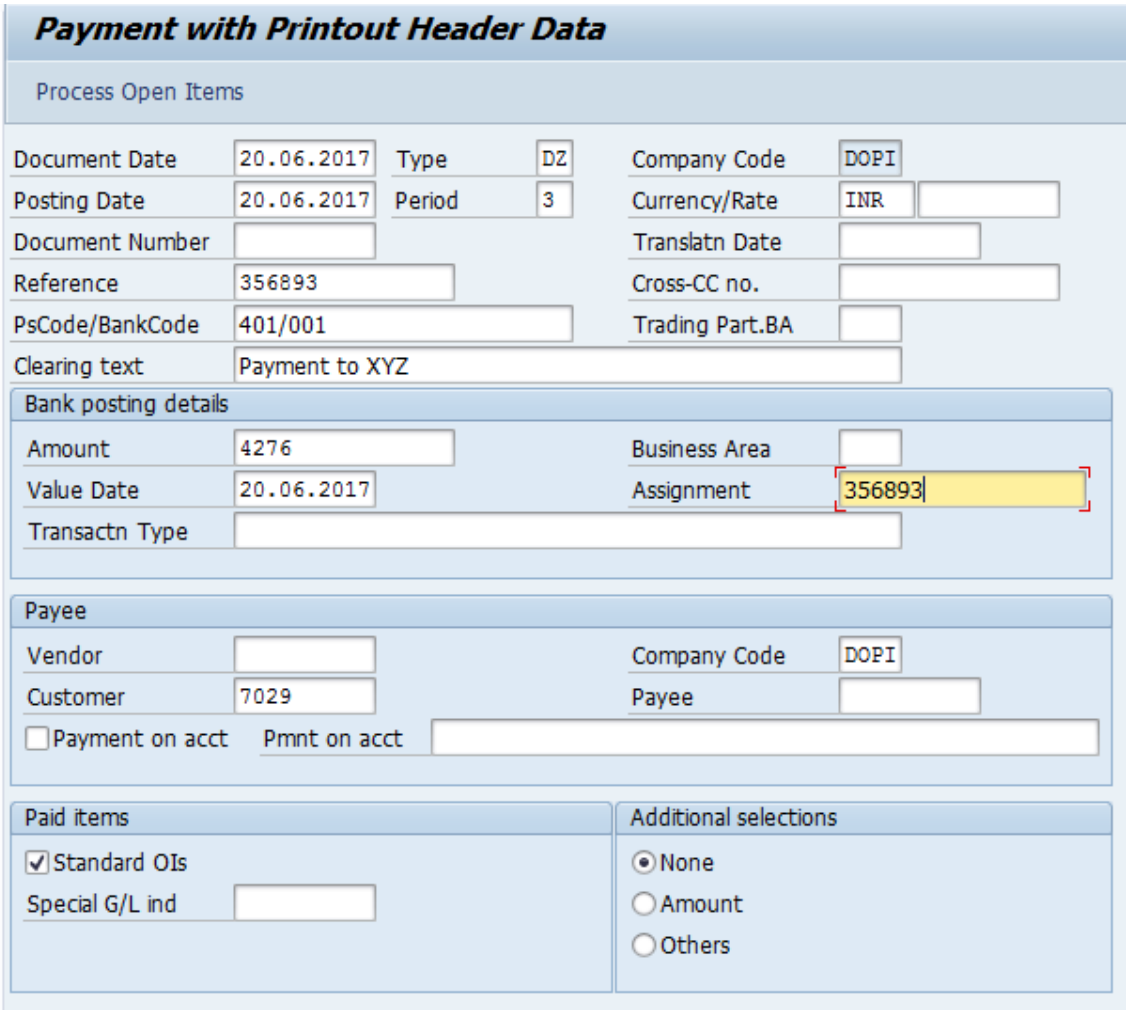
- Enter PsCode/BankCode



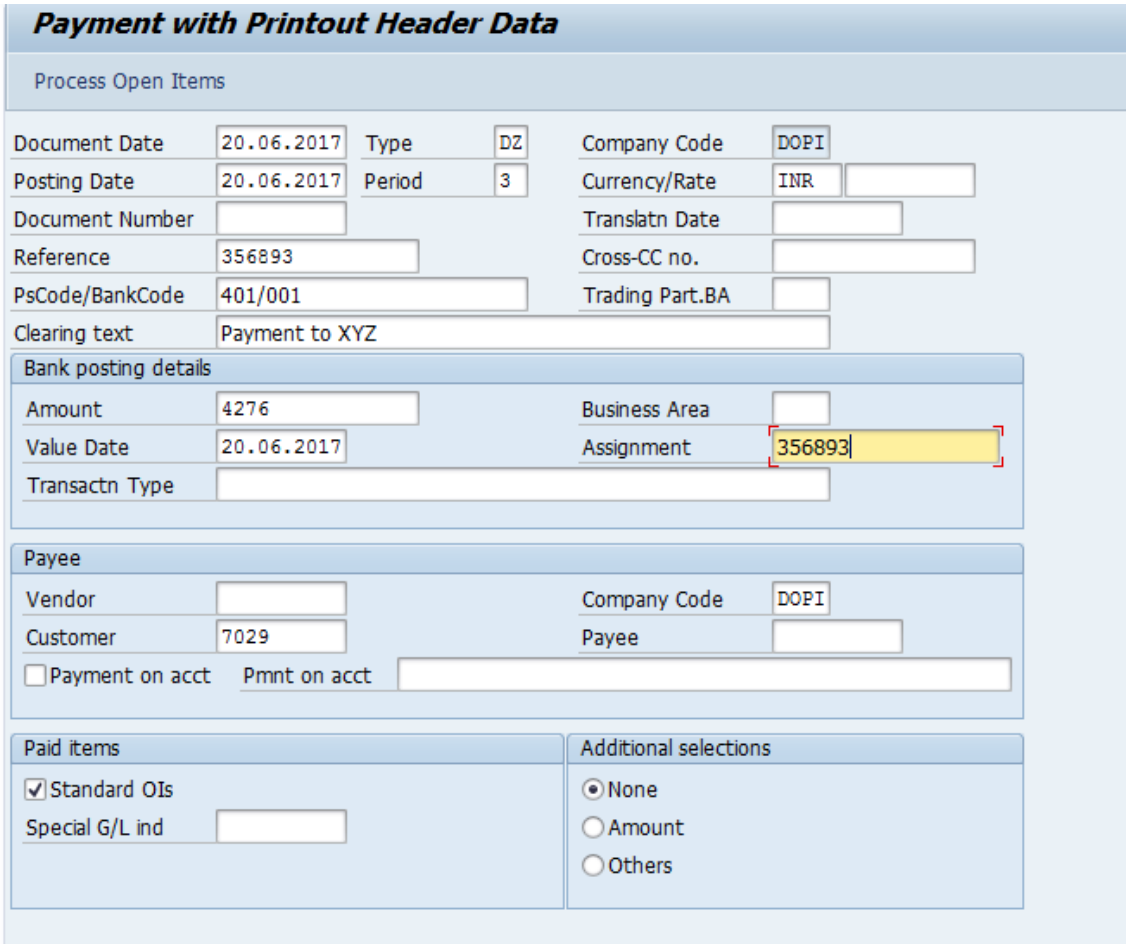
- Enter Amount/ Assignment(i.e Check Number) in Bank details:



- Enter Customer Number/Biller Id

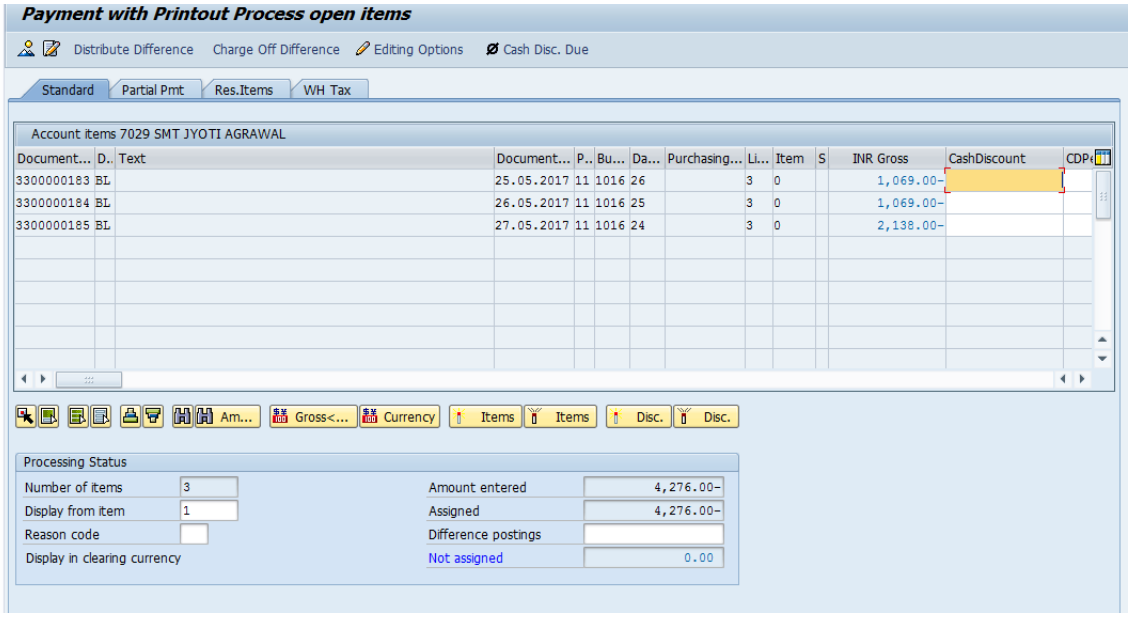


- Click on Process Open Items

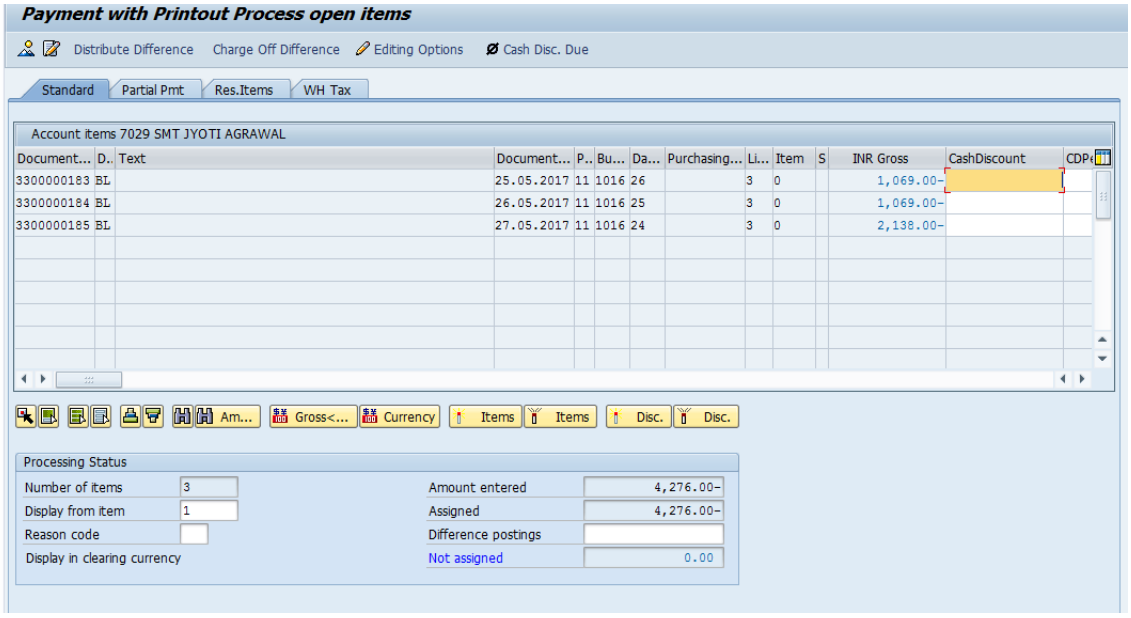


This will compare the amount entered in Bank details (to be paid) along with amount as displayed in zfi_epayment detailed report. In case of huge difference (Not assigned> 50) kindly raise ticket & reach csicct.cept@Indiapost.gov.in for resolution. Minor difference will be there due to rounding off each amount at collection level.

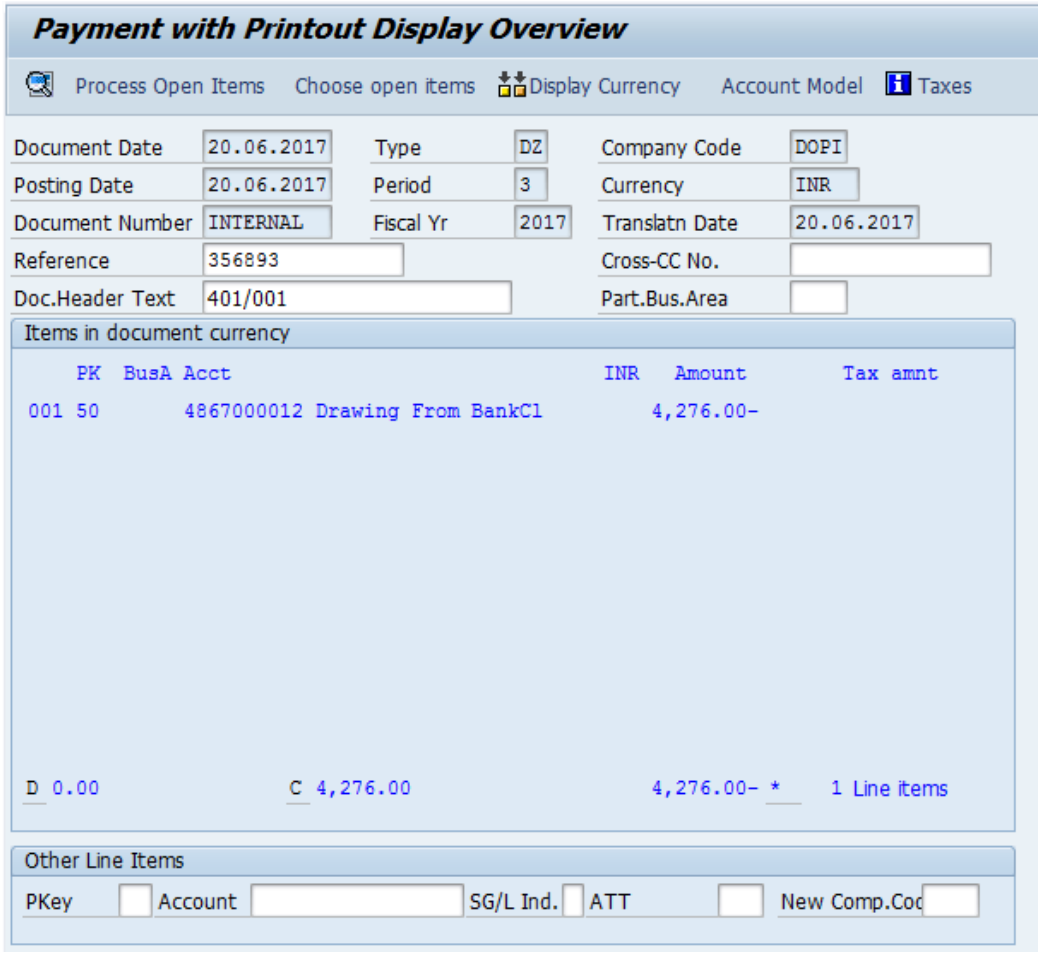
- Check whether amount entered and amount assigned are same (In case if they do not match either wrong amount is entered or incorrect selections are made)



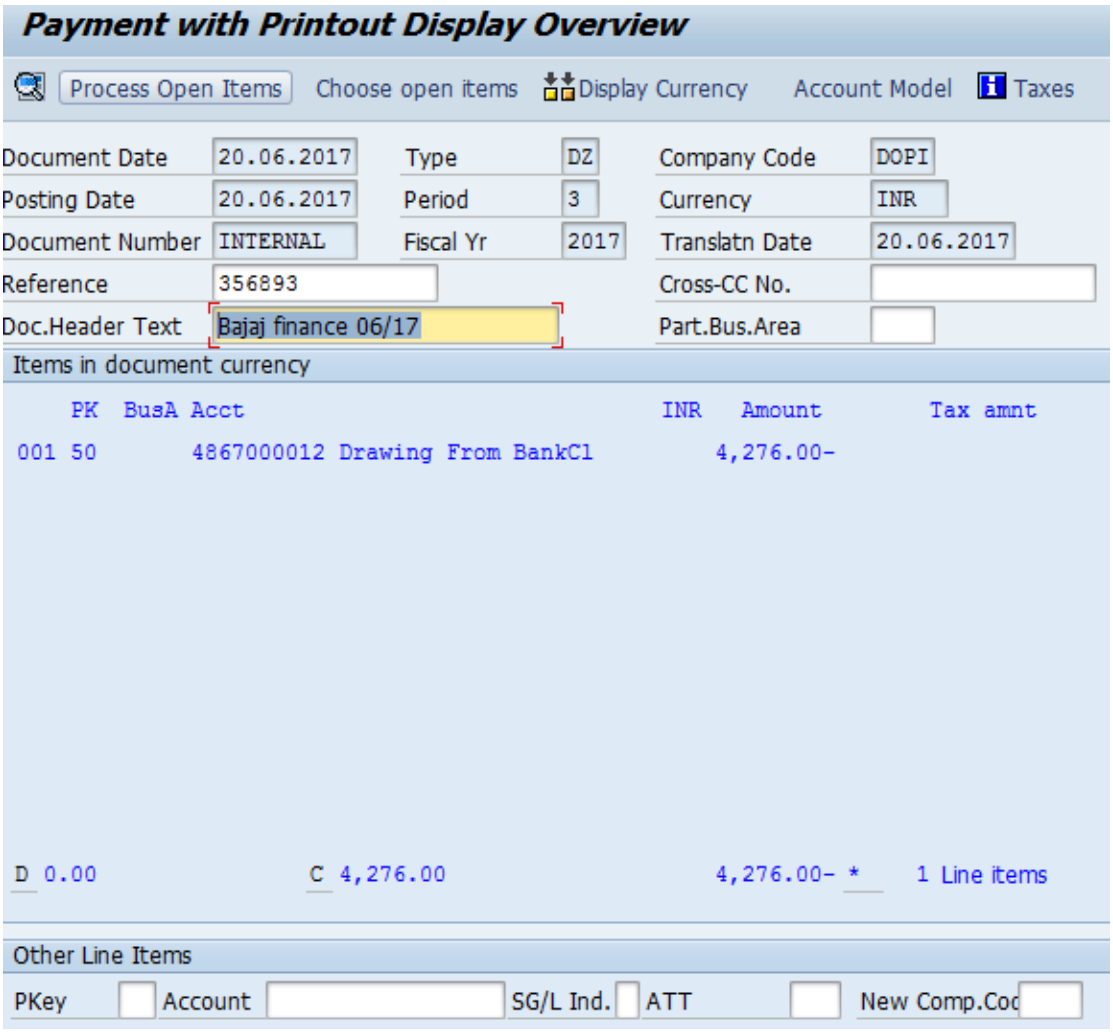
- Click on Overview



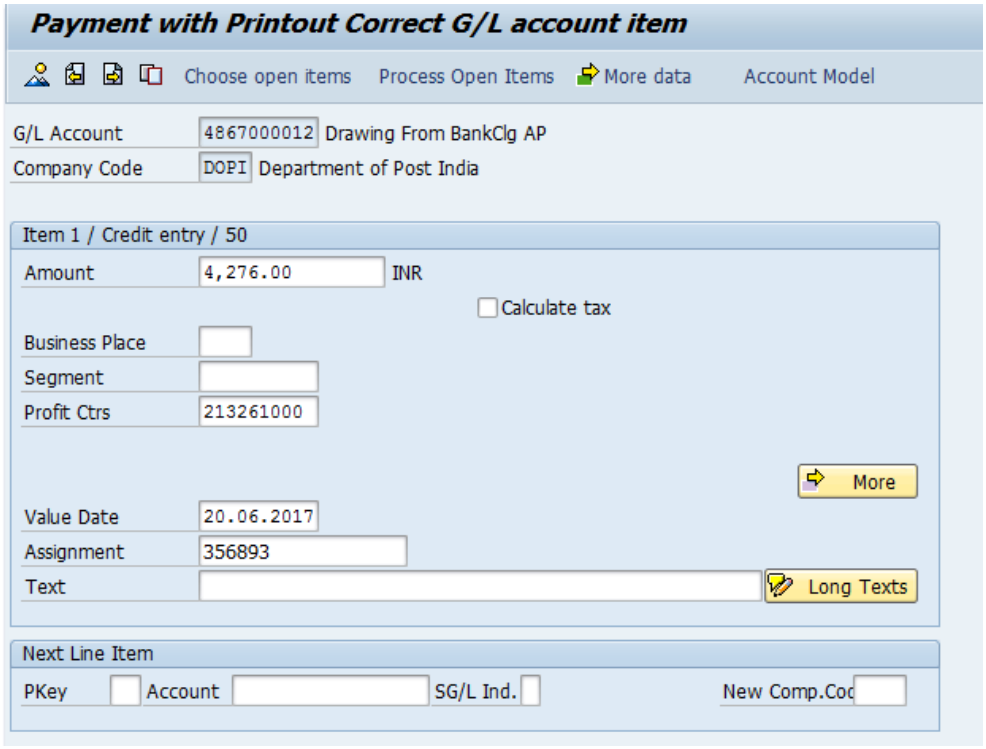
- Below screen appears:



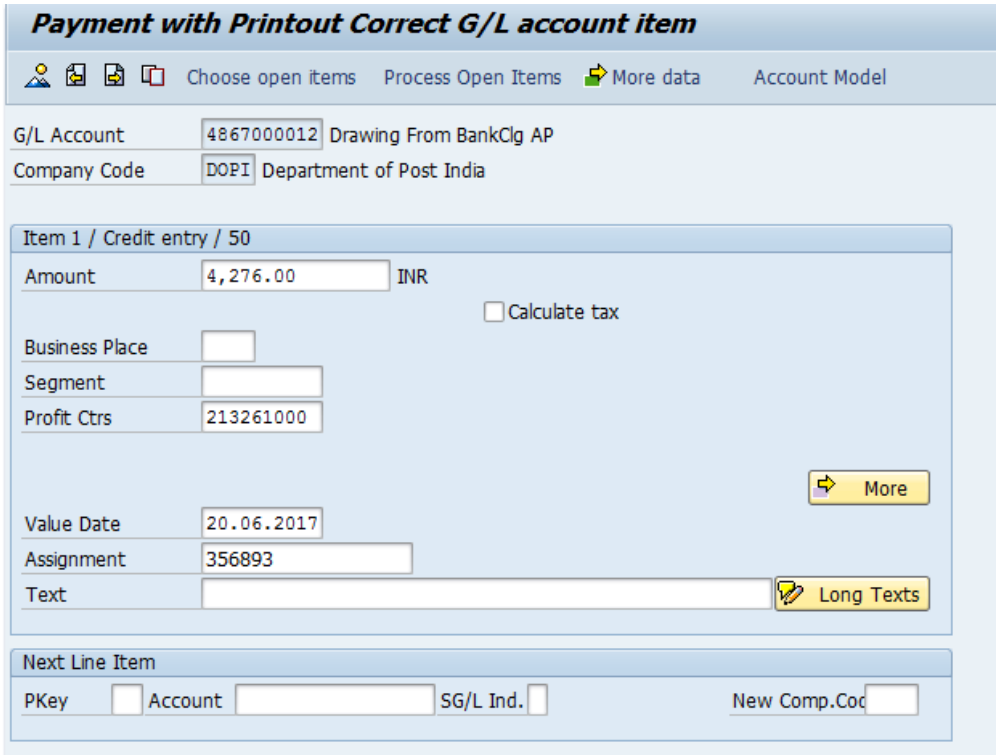
- Change Document Header Text & double click on Drawing from Bank(Blue Line):



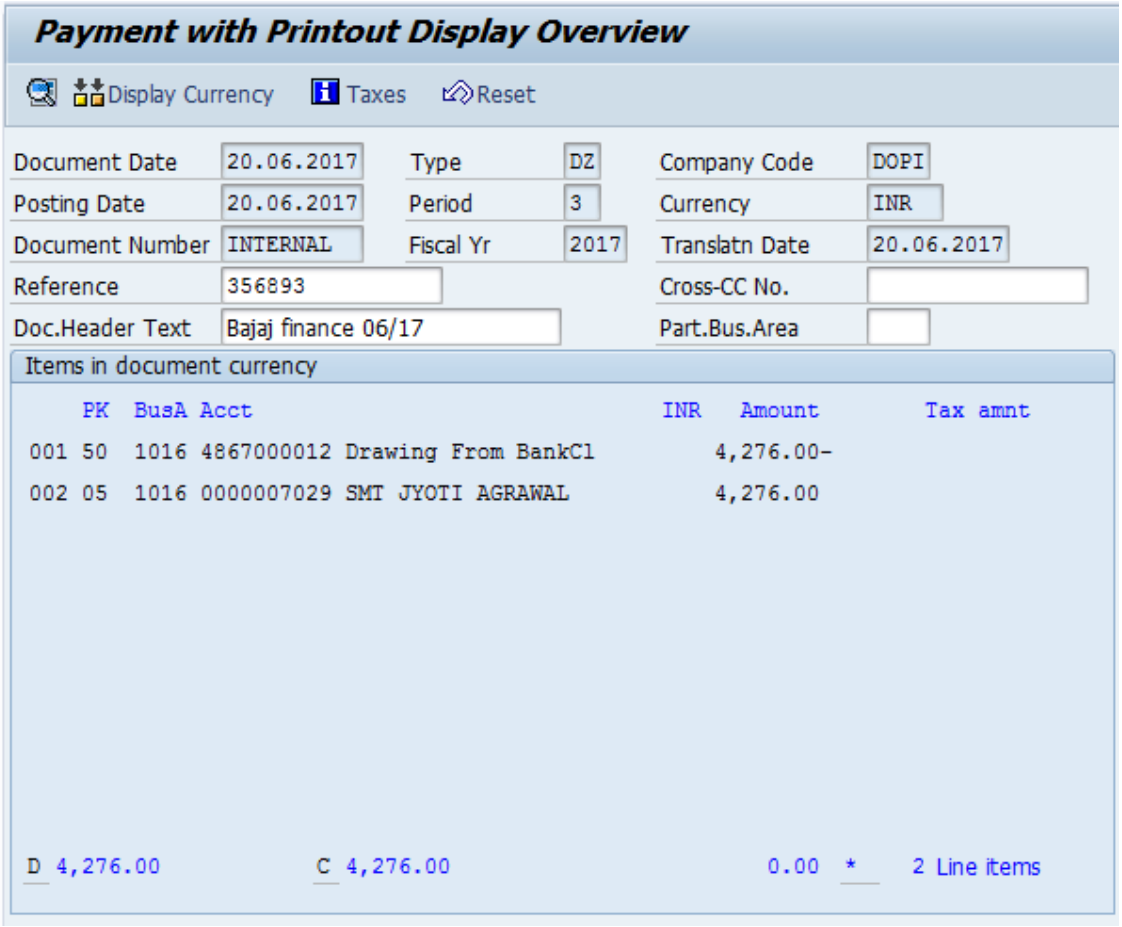
- Enter Profit Centre of Payment Office:(Office of accounting)



- Click on Overview & Simulate the entries:



- Below screen appears:



- Click on Post

  Note the payment document number

✉CSICCT.CEPT@INDIAPOST.GOV.IN