# COD CSI REPORTS FOR

NON-FRONT ENDED BILLERS

AND

FRONT ENDED BILLER FOR PERIOD PRIOR TO FRONT ENDING

- Applicable to Billers not front ended and for the fornt ended Billers- period prior to front ending.

- CEPT will share payment information to CSI based on Epayment Delivered(Article delivered as COD) details received from Various post Offices including CSI & Non-CSI.

- Based on message received from CEPT, a credit liability document (BA –Doc Type) will be posted in SAP against Biller ID.

- BA document will have document Date equal to Delivery Date and Posting Date is date of liability. For any COD delivered in CSI and paid through CSI from CEPT, Two liabilities shall be available in FBL5N report with BA doc(CEPT) and DR doc having Document Date as Date of Delivery.

- As per normal Epayment process, zfi_epayment tcode is being used at Nodal Payment Offices to check Paid, Unpaid list Of COD articles against any Biller which has customized report with Delivery Office name, Delivery Date, Commission. GST etc along with Article ID and amount payable/paid.

- SAP standard report can also be used for monitoring paid & unpaid articles against any biller however Delivery Office, Commission, GST will not be available in the list.

- This reports can be used for quick checking of Due amount, duplicate payments etc through Tcode **FBL5N**.

- Open Items denotes articles available for payment (Can be unpaid/Duplicate) and cleared Items denotes paid/duplicate paid/ duplicate reversed articles.

Tcode: FBL5N

Enabling Open Items/Cleared Items in report for selection
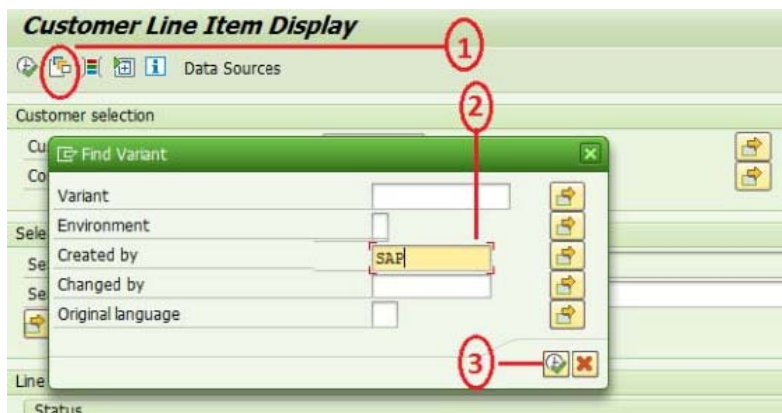
1. Click on "Get Variant"
2. Clear your User ID "Created By" Text field and Enter "SAP".
3. Click on Execute
4. Double Click on "SAP&INET1". This will enable Open Items/Cleared Items in FBL5N main screen

Open Items:

1. Biller ID
2. Open at Key Date shall always be current Date.
3. Click Dynamic Selection (Shift+F4).
4. Enter Document Type BA & Execute(F8)

5. Click Change Layout.

6. Double click on COD_CCT Layout

Layout	Layout description	☐	☒	☐	☐
1SAP-INET1	Internet service open items	✓			
1SAP-INET2	Internet service cleared items	✓			
1SAP-INET3	Internet service sales volume	✓			
1SAP-LC	Customer local currency	✓	✓		
1SAP-P	Terms of payment	✓	✓		
1SAP-RE	Standard Real Estate account assignment	✓	✓		
1SAP-SBWAP	Display OPs for SD Credit Memo Process	✓	✓		
1SAP-WTY1	Credit Memos from Guarantee Processing	✓	✓		
COD_CCT	Standard	✓	✓		✓

7. List of articles available for payment with amount will be generated as below:

Customer Line Item Display

Customer   3153
Company Code   DOPI
Name   Naaptol Online Shopping Pvt Lt
City   ZIRAKPUR

Assignment	DocumentNo	Typ	Doc. Date	Amt in loc.cur.	Clrng doc.	PK	Pstng Date
YB003544528IN	3304474858	BA	10.11.2018	1,940.00-		11	12.11.2018
YB003557416IN	3304675977	BA	10.11.2018	2,339.00-		11	12.11.2018
YB003573630IN	3304634753	BA	12.11.2018	2,339.00-		11	12.11.2018
YB003576857IN	3304634782	BA	12.11.2018	1,540.00-		11	12.11.2018
YB003589351IN	3304676003	BA	10.11.2018	3,123.00-		11	12.11.2018
YB003589952IN	3304634790	BA	12.11.2018	2,339.00-		11	12.11.2018
YB003594921IN	3304676314	BA	12.11.2018	2,339.00-		11	12.11.2018
YB049445328IN	3304474856	BA	10.11.2018	2,240.00-		11	12.11.2018
YB049449378IN	3304474823	BA	10.11.2018	2,339.00-		11	12.11.2018
YB049462215IN	3304474832	BA	10.11.2018	2,339.00-		11	12.11.2018
YB049462649IN	3304675968	BA	12.11.2018	3,270.00-		11	12.11.2018
YB058876975IN	3304676081	BA	12.11.2018	1,539.00-		11	12.11.2018
*				61,045.00-			

8. Assignment is Article number, Doc Date is Article Delivery Date.
9. This list can be exported to Excel through List->Export-> spreadsheet (Shift + F4)

Cleared Items :

1. Biller ID
2. Clearing Date denotes Payment Date. This report can be generated based on Date Range.
3. Dynamic Selection (Shift+F4) to select BA document type as in Page 2.
4. Select Layout as "/COD_PAID" & Execute.

Customer Line Item Display

Customer	3153
Company Code	DOPI
Name	Naaptol Online Shopping Pvt Lt
City	ZIRAKPUR

Assignment	DocumentNo	Typ	Doc. Date	Amt in loc.cur.	Clrng doc.	Pstng Date
YA179007685IN	3304642480	BA	07.09.2018	2,339.00-	4124616784	09.11.2018
YA179795206IN	3304644031	BA	31.05.2018	3,025.00-	4124616784	09.11.2018
YB003464325IN	3304654986	BA	02.11.2018	1,940.00-	4124616784	10.11.2018
YB003496748IN	3304655002	BA	25.09.2018	1,440.00-	4124616784	10.11.2018
YB003509336IN	3304654806	BA	09.11.2018	2,039.00-	4124616784	10.11.2018
YB003514469IN	3304654901	BA	09.11.2018	1,440.00-	4124616784	10.11.2018
YB003540680IN	3304654852	BA	06.11.2018	2,339.00-	4124616784	10.11.2018
YB003543933IN	3304654851	BA	09.11.2018	2,039.00-	4124616784	10.11.2018
YB003546435IN	3304654997	BA	09.11.2018	2,039.00-	4124616784	10.11.2018
YB003554692IN	3304654971	BA	09.11.2018	3,855.00-	4124616784	10.11.2018
YB003555667IN	3304643557	BA	09.11.2018	3,270.00-	4124616784	09.11.2018
YB049461762IN	3304630507	BA	06.11.2018	2,537.00-	4124800856	08.11.2018
*				2,888,530.00-		

5. Clrng doc denotes payment document number. Doc no starting with 4 denotes DZ document(Actual payment) & starting with 3 denotes reversed Liability. Layout "/COD_PAID" will not list entries with Clearing Doc starting with 3 hence genuine payments will only be listed.
6. Filtering Payment document numbers will list details of articles paid against each payment document.
7. Payment Document or Liability documents details can be viewed through FB03.
8. This list can be exported to Excel to cross check detailed list and duplicate payments if any.
9. If Clearing document is starting with 1, it is dummy clearing made towards making Biller ready for front ending.
10. If clearing document is starting with 3, it is reversal of duplicate liability.

Note:

Date	Office	Division	Status
2018-11-08	KANJIRAMATTOM	ERNAKULAM	PARCELNET DELIVERED
2018-11-08	KANJIRAMATTOM	ERNAKULAM	ePayment DELIVERED
2018-11-09	SAROJINI NAGAR HPO	NEW DELHI SOUTH WEST	ePayment PAID

- COD article delivered with Cash should complete above status cycle.
- If only Parcelnet Delivered is available, take-up with TCS incase Delivery office is in CSI.
- If Only Epayment Delivered is available, check above report & if Article not available then takeup with CEPT

Status can be known for any article through below link

https://services.cept.gov.in/parcelnet/Login.aspx

User Id: DOP

Pswrd: India