

What's New in V2.0:

- ZCOD_DUPLICATE tcode has been enhanced to identify duplicate articles from Paid and unpaid article list Biller ID wise.

Introduction:

The Purpose of this document is to enable user to make Payment against Cash on Delivery collections of Mail articles within CSI.

Objectives of CSI COD Front Ending:

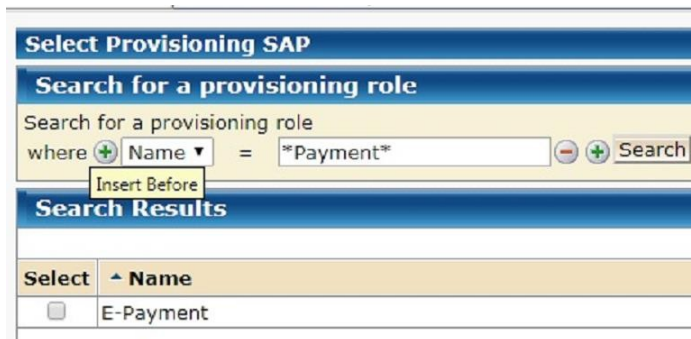
1. Accounting document posted against Delivery office after DPMS EOD& COD cash collected from postman/Window Delivery/RICT delivery/BO returns will be processed directly (Pan India) for Payment. Hence Article can be paid soon after Delivery confirmation & COD cash collected from postman.
2. COD reports introduced for Delivery & RTS articles list based on Booking Date & Delivery Date.
3. ZART_UPLOAD restricted for the front ended biller & hence Booking Data cannot be created. Article can be delivered or returned only if the booking data is available in CSI.
4. No changes in Delivery operations & few modifications in Payment process:
 - a. Payment due report (FBL5N).
 - b. Posting Payment (F-58).
 - c. Payment Details (ZFI_EPAY).
5. Payment of COD Collections made at Non-CSI Office (Including TNF) continues with existing process.
6. CEPT E-payment site/Parcelnet reports will not include the collections/payments of CSI Offices.
7. Any files related to delivery/payments for COD Customer to be generated at nodal Payment/Booking Office only. Hence no download currently possible at CEPT Epayment site for COD Customers. Legacy CODE mapping is also not required.

Table of Contents:

SN	Content	Page No.
A	Pre-requisite	02
B	Payment due report	03
C	Posting payments	07
D	Payment Details[Paid report]	07
E	List of Payments made to customer	08
F	Payment of Non-CSI deliveries	09
G	COD Reports	11
H	<u>RTS Status update transaction</u>	10-11

A. Pre-requisite:

SAP Role: "E-Payment"



Above role to be assigned to user by concerned divisional head for processing payment for COD Customer. The same role shall work for payment of COD Customer and Epay Billers.

Processing Payment to COD Customer:

As a failsafe measure, user needs to check if any articles are available in Duplicate for Payment through Transaction ZCOD_DUPLICATES

FI:Checking duplicates at time of liability creation for COD billers

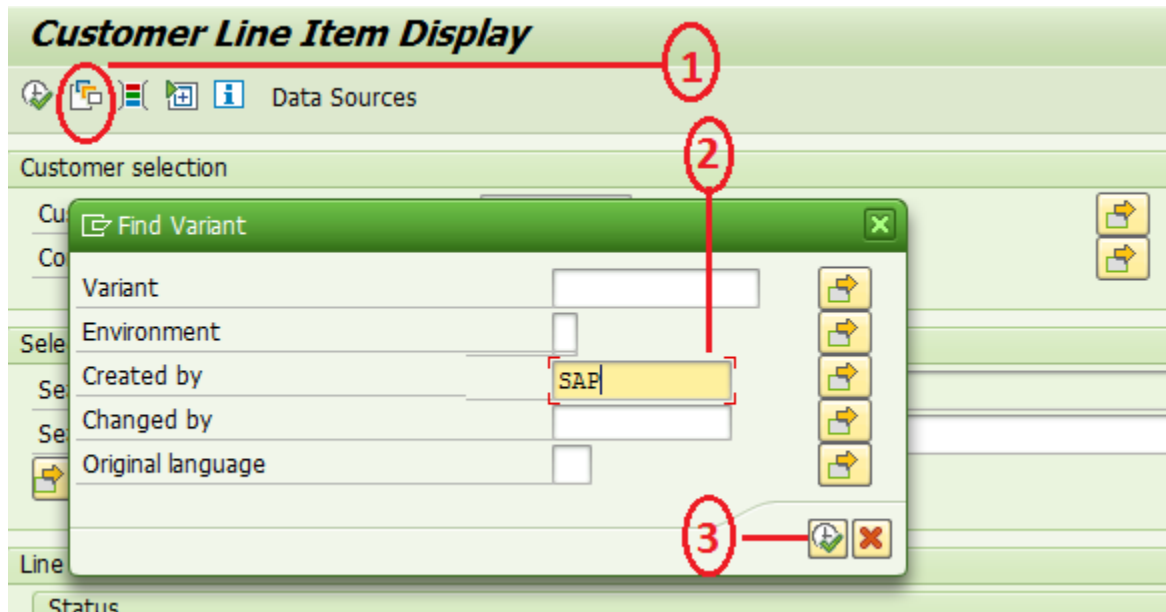
Selection Criteria


Biller ID

1. Enter Customer/Biller Id & Execute.
2. In case any articles are available in Duplicate, the same will be listed along with Document numbers.
3. Two additional fields "Payment Document No." and "Payment Date" are added in the report, to identify the earlier payment document number and the payment date if any w.r.t duplicate article.
4. Multiple documents already paid/open w.r.t duplicate article, will be displayed in the report.
5. Irrespective of open/cleared items for an article, the Report will display the last three months articles data where double payment has happened.
6. In case if any articles are found in Duplicate and pending for payment (Payment Doc & Date Null), take up the matter with the Collection/delivery office to reverse the duplicate DR and identify the cause for duplicate.
7. When Duplicate entries are found with payment details, Payment Office has to take to get the refund of double payment and intimate Delivery Office about duplicate.
8. For all duplicate liability Collection office has to raise CSI ticket with process followed for delivery for further analysis by CSI/CEPT DPMS Team. Details may be shared to CEPT DPMS Team id also.
9. Execution of said Tcode is mandatory before checking Due report or processing payment.

B. Payment Due report:

T-Code: FBL5N



1. Click on "Get Variant"
2. Clear your User ID "Created By" Text field and Enter "SAP".
3. Click on Execute 

ABAP: Variant Directory of Program RFITEMAR

Variant Catalog for Program RFITEMAR

Variant name	Short Description	Environment	Protected	Created by	Created on	Changed by
SAP&AUDIT	Audit	A		SAP	22.05.2000	SAP
SAP&INET1	Internet: Open Items	A		SAP	22.12.1999	SAP
SAP&INET2	Internet: Cleared Items	A		SAP	18.01.2000	SAP
SAP&INET3	Internet: Sales/Purchases	A		SAP	18.01.2000	SAP

4. Double Click on "SAP&INET1". This will enable Open Items in FBL5N main screen as shown below.

The screenshot shows the 'Customer Line Item Display' interface. At the top, there are icons for Data Sources. Below that, the 'Customer selection' section contains fields for 'Customer account' (with value 6763) and 'Company code' (with value DOPI), each followed by a 'to' field and a search icon. A red circle with the number 5 is placed over the 'Customer account' field. The 'Selection using search help' section has fields for 'Search help ID' and 'Search string', with a 'Search help' button. The 'Line item selection' section has a 'Status' group with radio buttons for 'Open items' (selected) and 'Cleared items'. Under 'Open items', there is a date field 'Open at key date' with the value 07.09.2018 and a search icon. A red circle with the number 6 is placed over this date field. Under 'Cleared items', there are fields for 'Clearing date' and 'Open at key date', each followed by a 'to' field and a search icon. The 'List Output' section has a 'Layout' field with the value /COD_DUE and a search icon. A red circle with the number 7 is placed over this layout field. The 'Maximum number of items' field is empty.

5. Enter Customer ID in Customer account.
6. Enter Current date so as to see Payment due as on date. Open Items are nothing but unpaid liabilities.
7. Type Layout as “/COD_DUE” as shown above in FBL5N screen “List Output” Layout. Then execute(F8)

Note: Open Item Date can be older date and system display due list as on Entered Date (Even though amount is paid!!). However, the same cannot be paid if generated for older dates.

Customer	6763				
Company Code	DOPI				
Name	A M Enterprises				
City	MYSORE				
	8	9	10	11	12
Assignment	Typ	Doc. Date	LC amnt	Profit Ctr	DocumentNo
<input type="checkbox"/> YA301120935IN	DR	09.04.2019	1,741.00-	2122823100	4100995263
<input type="checkbox"/> YA301121428IN	DR	10.04.2019	1,741.00-	2122910800	4101244806
<input type="checkbox"/> YA301121604IN	DR	12.04.2019	1,741.00-	2131911200	4101556064
<input type="checkbox"/> YA301121618IN	DR	10.04.2019	1,741.00-	2131922000	4101110016
<input type="checkbox"/> YA301121649IN	DR	09.04.2019	1,741.00-	2132912000	4100912881
<input type="checkbox"/> YA301121785IN	DR	13.04.2019	1,441.00-	2131922200	4101698112
<input type="checkbox"/> YA301121860IN	DR	10.04.2019	1,441.00-	2132322800	4101331012
<input type="checkbox"/> YA302784777IN	DR	12.04.2019	1,741.00-	2122820700	4101490128
* <input checked="" type="checkbox"/> 13			13,328.00-	14	
** Account 6763			13,328.00-		

8. **Document type** should always be DR only which is COD Liability Document Posted at Delivery Office profit centre. “/COD_DUE” Layout is prepared to generate DR Open Items only. Layout can also be selected in above screen by pressing “Cntrl+F9” if not selected in step 7 before execution of FBL5N.
9. **Document Date** is COD article Delivery Date; this can be sorted to know the date of Delivery “From & to” which is available as due for payment.
10. **Amount with Credit entry (-)** denotes amount payable to Biller. Assignment denotes Article number.
11. Delivery Office **Profit centre** is available to filter hence Payment possible based on Delivery office wise.
12. **DR liability Document number** for Processing Payment Document number wise.
13. Make sure **Red Item** which denotes Open as not cleared/paid or reversed.
14. Total Amount payable (- Credit) which can be paid through F-58.

C. Posting Payment:

T-Code: F-58

Process remains the same as clearing any other Liability Document and Drawing CQ.

Payment with Printout Header Data

Process Open Items

Document Date **1** 07.09.2018 Type DZ **2** Company Code DOPI
 Posting Date 07.09.2018 Period 6 Currency/Rate INR
 Document Number _____ Translatn Date _____
 Reference _____ Cross-CC no. _____
 Doc.Header Text _____ Trading Part.BA _____
 Clearing text _____

Bank posting details

Amount 13328 **3** Business Area _____
 Value Date 07.09.2018 Assignment _____
 Text _____

Payee

Vendor _____ Company Code DOPI
 Customer 6763 **4** Payee _____
 Payment on acct Pmnt on acct _____

Paid items Additional selections

Standard OIs None
 Special G/L ind _____ Amount
 Others **5**

1. Payment Date.
2. Document Type should always be "DZ". In case of wrong doc type, postings will happen however the same will not reflect in Daily account.
3. Amount for which CQ to be drawn. Amount as per FBL5N Payment Due report.
4. COD Customer ID for whom Payment is made/ CQ to be drawn.
5. Select Others, Click On "Process Open Items" → 'Document Type" → Enter DR and Select Process Items again. (Only DR liability document to be processed!!!).
6. Confirm Assigned Amount (Due Amount) and Entered Amount, Post the Document to draw the CQ.



Process to handle 999 line item issue while making payment and reduce number of Payment documents:

- Export Due report to Excel, sort profit centre in ascending order.
- Identify 990th profit centre number in the list(Using remove duplicates in separate sheet).
- Note down total amount payable for 990 profit centre collections.
- Process only those profit centre liabilities as in point 5-> Others-> Profit centre(From & To).

D. Payment Details:

T-Code: ZFI_EPAY

FICO : E-Payment Done Report for Ebiller

Input Criteria

E-Biller
 COD

E-biller

Payment Office

Payment Office Selection Criteria

Biller ID	15312
Payment Document Number	4101418564
Payment Date	12.04.2019

Payment Office:


- Payment Offices can generate Report based on Biller ID, Paid Document Number & Paid Date
- Executing report with above selection will display article details for which Payment is made.

COD Report Display



Article Number	Article Type	Booking Office Id	Booking Office Name	Booking Office Pin	Booking Date	Booking Time	Delivery Office Id	Delivery Office Name
EZ300518195IN	SP_INLAND	PC29110000651	Ambattur BPC	600053	05.04.2019	19:00:23	HO23301200000	Indore Nagar H.O
EZ300518249IN	SP_INLAND	PC29110000651	Ambattur BPC	600053	03.04.2019	18:17:12	PO13208209000	BV College SO
EZ300518120IN	SP_INLAND	PC29110000651	Ambattur BPC	600053	05.04.2019	19:00:23	PO15108242000	Tilak Nagar S.O (W
EZ300517950IN	SP_INLAND	PC29110000651	Ambattur BPC	600053	08.04.2019	17:29:03	PO24206117000	Worli Colony S.O
EZ300517756IN	SP_INLAND	PC29110000651	Ambattur BPC	600053	10.04.2019	18:42:27	PO15107124000	Kapashera SO

COD Report Display



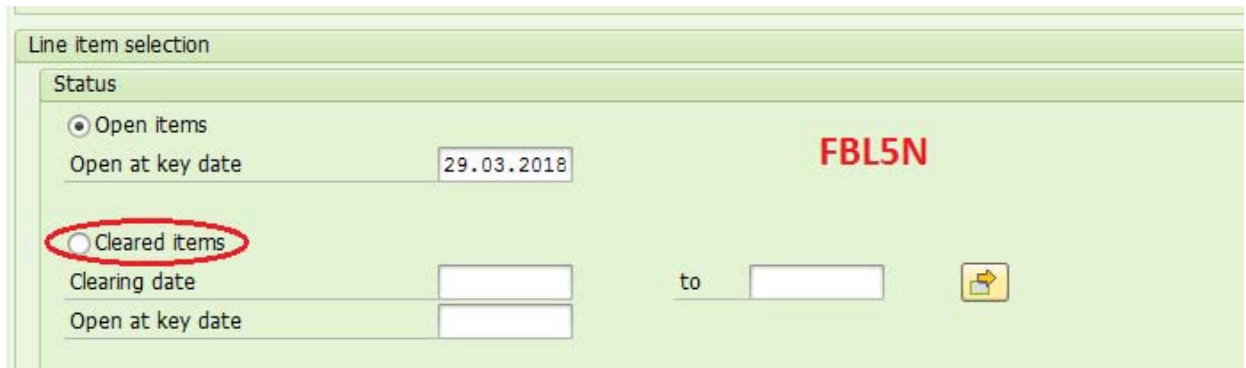
Delivery Off Name	Receiver P	Delivery Date	RTS	Gross Amount	Commission	CGST	SGST	Round ...	Net Payable	Payment Date	Payment Office Id	Fac ID Des
Indore Nagar H.O	452007	11.04.2019	N	1,350.00	50.00	4.50	4.50	0.00	1,291.00	12.04.2019	HO29110100000	Ambattur HO
BV College SO	800014	11.04.2019	N	1,600.00	50.00	4.50	4.50	0.00	1,541.00	12.04.2019	HO29110100000	Ambattur HO
Tilak Nagar S.O (...)	110018	09.04.2019	N	1,600.00	50.00	4.50	4.50	0.00	1,541.00	12.04.2019	HO29110100000	Ambattur HO
Worli Colony S.O	400030	11.04.2019	N	2,199.00	50.00	4.50	4.50	0.00	2,140.00	12.04.2019	HO29110100000	Ambattur HO
Kapashera SO	110097	12.04.2019	N	1,600.00	50.00	4.50	4.50	0.00	1,541.00	12.04.2019	HO29110100000	Ambattur HO

- Click on Net Payable Header and Summation symbol to obtain Total amount Paid.
- Layout can be saved with required columns & Summation for required amount fields keeping rest of the columns hidden. Layout may be saved as User specific so as the same shall not be available / visible for other users.

F. List of Payments made to the Biller:

T-code: FBL5N

1. Enable "SAP&INET1" as shown in Payment Due report, Cleared Item to be selected to See Paid Documents.



2. "Open Item" in SAP is nothing but due amount and "cleared item" is nothing but Paid item & Clearing document is the payment document. Clearing date in Payment Date.
3. Enter Customer ID, Clearing Date & Execute (F8) to generate list of Documents Paid/cleared/adjusted along with its Payment/cleared details.
4. Below Document type can be generated.

Sl	Doc Type	Doc Details
1	DZ	Payment Document
2	DR	COD Collection Document

5. Click on Type → Filter, To filter Document Types.

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
		4116724296	DZ	04.09.2018			13,521.00	INR	4116724296	
		4116724296	DZ	04.09.2018			7,470.00	INR	4116724296	
		4116724296	DZ	04.09.2018			3,478.00	INR	4116724296	

Click F4 to see list Of Document Types available for selection. Select DZ to see Payment Documents Only.



Select "Sub Total" and "Collapse All" To see Payment Documents & Amount, Document Date denotes Payment/Transaction date as selected in F-58. Further by clicking on Overview or navigating to Tcode FB03, more details of the Payment Document viz Debit & credit G/L, Payment Office Profit centre & Created By user can be seen.

Filter criteria

Select.

Document Type to

Clearing Document to

Select DR & Clearing Doc to generate List of COD articles which is paid against any Payment Doc number which is also available in "ZFI_EPAY" report.

G. Payment of Non-CSI COD collections through Legacy channel:

Existing process may be continued to pay Non-CSI collections

T-Code: ZFI_EPAYMENT

FI: Display Biller Details

Selection Criteria

Profit Center	2912510000
Biller ID	6763
Selected Option	

Options

Non NPS Biller

Summary Report

Detailed Report

COD Biller

Summary Report

Detailed Report

- Enter Payment Office Profit centre and COD Biller ID, Select COD Biller. Detailed or Summary report can be selected & executed to view Actual Amount to be paid.
- If Data available to payment, click on Post Document which displays F-58 Screen. Enter relevant Details and process Open Items.
- This transaction displays collection details received from CEPT (i.e. Non-CSI & TNF COD Collections).
- Post the document to draw CQ.
- Relevant reports can be downloaded from ZFI_EREPOR T.
- Separate CQ will be drawn for Non- CSI collections & CSI Collections.

COD Reports:

Status of Articles Delivered and Returned can be obtained based on Customer ID: Booking Dates or Delivery Dates.

Navigate to DOP Main Screen-> DPMS Transactions & Reports -> COD Customer Report

COD Customer Report

Selection Criteria based on Booking or Delivery Date

Booking Date
 Delivery Date

Selection Criterial based on Normal Articles or RTS

COD Delivered Articles
 RTS Delivered Articles

Customer ID to

Date to

Delivery Ofc Facility ID to

- This report shall work only for Articles which are Delivered either as COD or RTS
- Facility ID denotes Delivery Office ID.
- For RTS article, Delivery Facility ID is RTS Office from which the returned COD articles are delivered to the COD customer.
- Normal article & RTS Article report shall work only for articles delivered through DPMS.