

## How to exclude the duplicate liability document from payment in F-58

If any duplicate liability found for COD Frontended articles in the ZCOD\_Duplicates Report, it can be excluded and proceed for payment for remaining open items till the reversal of such duplicate liability by the concerned. Below process may be followed to exclude such documents.

1. Duplicate liability can be noted by executing ZCOD\_Duplicates Report. Ex: As per the below SS there are two open liabilities w.r.t Article ER469693228IN, both should be excluded from payment.

COD Duplicates Report Display								
Acc. Document No.	Fiscal Year	Amount LC	Article Number	Booking Date	Booking Office	Profit. Center	Payment Document No.	Payment Date
4100074358	2019	21,681.00	ER469693228IN	02.04.2019	Jaipur GPO BPC			
4100078509	2019	21,681.00	ER469693228IN	02.04.2019	Jaipur GPO BPC			

2. Execute F-58, input the field as per the existing process and click on Process Open items

### Payment with Printout Header Data

Process Open Items

Document Date	11.10.2019	Type	DZ	Company Code	DOPI
Posting Date	11.10.2019	Period	7	Currency/Rate	INR
Document Number		Translatn Date		Cross-CC no.	
Reference		Trading Part.BA			
Doc.Header Text					
Clearing text					

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Bank posting details

Amount	116371.00	Business Area	
Value Date	11.10.2019	Assignment	
Text			

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Payee

Vendor		Company Code	DOPI
Customer	40081	Payee	
<input type="checkbox"/> Payment on acct	<input checked="" type="checkbox"/> Pmnt on acct		

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<p>Paid items</p> <input checked="" type="checkbox"/> Standard OIs Special G/L ind <input type="text"/>	<p>Additional selections</p> <input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Others
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3. In the below screen click on 'Field content search' icon->select 'Document Number' and provide the document numbers to be excluded and execute.

### Payment with Printout Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

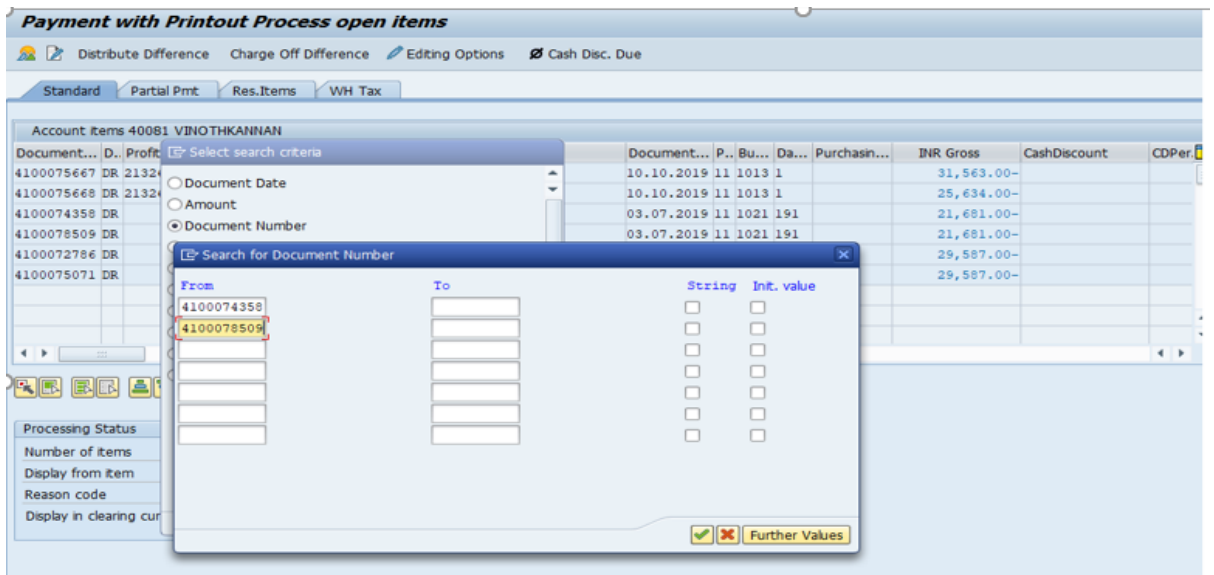
Account items 40081 VINOTHKANNAN

Document...	D.	Profit Center	Text	Document...	P.	Bu...	Da...	Purchasin...	INR Gross	CashDiscount	CDPer
4100075667	DR	2132611001	ER469693015IN02042019PC28204000650	10.10.2019	11	1013	1		31,563.00-		
4100075668	DR	2132611001	ER469693024IN02042019PC28204000650	10.10.2019	11	1013	1		25,634.00-		
4100074358	DR		ER469693228IN02042019PC28204000650	03.07.2019	11	1021	191		21,681.00-		
4100078509	DR		ER469693228IN02042019PC28204000650	03.07.2019	11	1021	191		21,681.00-		
4100072786	DR		ER469693250IN02042019PC28204000650	11.10.2019	11	1021	191		29,587.00-		
4100075071	DR		ER469693346IN02042019PC28204000650	05.04.2019	11	1021	191		29,587.00-		

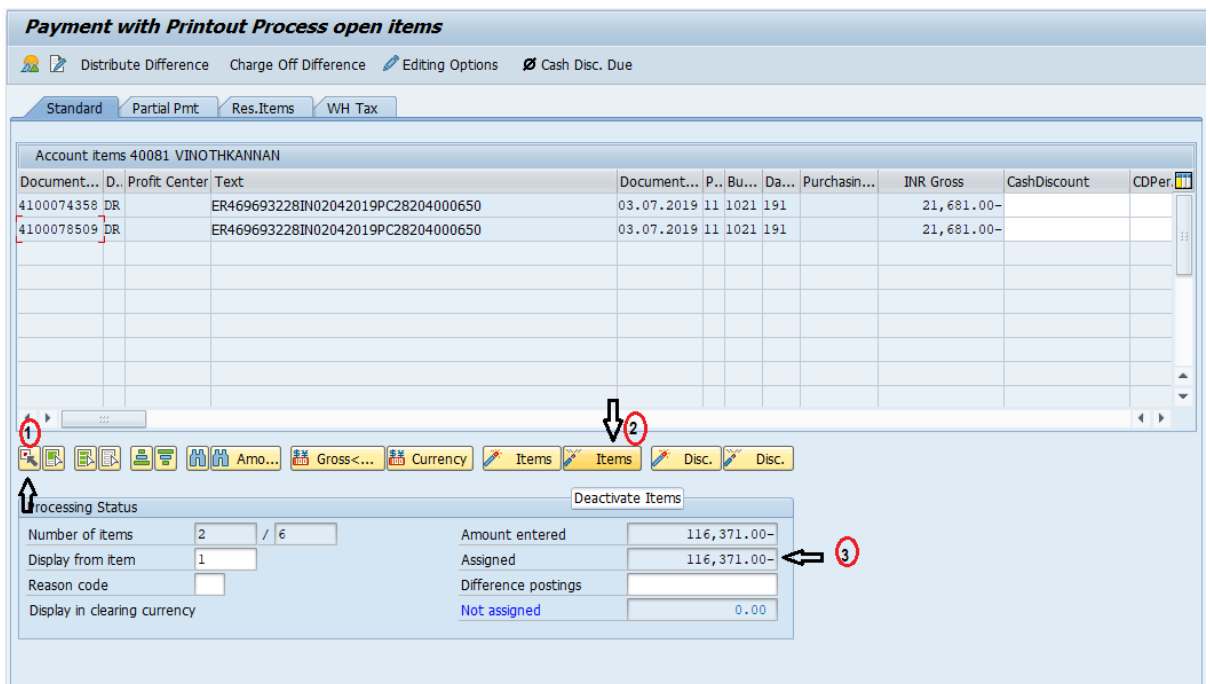
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Processing Status

Number of items	6	Amount entered	116,371.00-
Display from item	1	Assigned	159,733.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	43,362.00



4. Refer the below SS, Deactivate the line items and post the document to draw cheque.
  1. 'Select' the line items to be excluded
  2. Click on 'Deactivate items'.
  3. Ensure that corresponding amount got reduced in the 'Amount Assigned' field



**Note:**

- a. This process is only to avoid delay in payment to the Biller because of duplicate liability.
- b. Rest process to reverse the duplicate liability mentioned in "CSI COD Front Ending Standard Operating Procedure V2.0" remains unchanged.
- c. This process has to follow everytime for duplicate liability docs till it get reversed by the concerned collection office/delivery office.