## 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 laibilities w.r.t Article ER469693228IN, both should be excluded from payment.

COD Duplicates Rep	oort Display							
9 4 7 7 2 6	🐴   🕒 🗑 🚹   🎟 🤅	⊞ -∰						
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

Pavment wi	th Printou	t Head	der Data		
Process Open Iten	ns				
Document Date Posting Date Document Number Reference Doc.Header Text Clearing text	11.10.2019	Type Period	DZ 7	Company Code Currency/Rate Translatn Date Cross-CC no. Trading Part.BA	DOPI INR
Bank posting details Amount Value Date Text	116371.00 11.10.2019			Business Area Assignment	
Payee Vendor Customer Payment on acct	40081 Pmnt on ac	Q ct		Company Code Payee	DOPI
Paid items Standard OIs Special G/L ind	[			Additional selection	ns

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 Prin	tout Process open items									
🔊 📝 Distribute Difference	e Charge Off Difference 🖉 Editing Option	ns 💋 Cash Disc. Du	e							
Standard Partial Pmt	Res.Items WH Tax									
Account items 40081 VINO	THKANNAN									
Document D Profit Cente	r Text	0	Document	P B	Bu Da	Purchasin	INR Gross	CashDiscount	CDPe	er. 🛄
4100075667 DR 2132611001	ER469693015IN02042019PC28204000650	1	0.10.2019	11 1	013 1		31,563.00-		1	
4100075668 DR 2132611001	ER469693024IN02042019PC28204000650	1	0.10.2019	11 1	013 1		25,634.00-	•		_
4100074358 DR	ER469693228IN02042019PC28204000650	0	3.07.2019	11 1	021 19	1	21,681.00-			
4100078509 DR	ER469693228IN02042019PC28204000650	0	3.07.2019	11 1	021 19	1	21,681.00-			
4100072786 DR	ER469693250IN02042019PC28204000650	1	1.10.2019	11 1	021 19	1	29,587.00-			
4100075071 DR	ER469693346IN02042019PC28204000650	0	5.04.2019	11 1	021 19	1	29,587.00-			
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	And In closs< In currency	Icens Icen		<u>.</u>	Disc	<u> </u>				
Brocossing Status	ield content search									
Number of items	4			c	1.00	-				
Diachy from them	Amo		11	0,37	2.00-					
Display from item	Assig	ynea	15	9,73	3.00-					
Reason code	Diffe	erence postings								
Display in clearing currency	Not	assigned	4	3,36	2.00					

Payment with Printout Process open items	0
🔉 📝 Distribute Difference Charge Off Difference 🖉 Editing Options 💋 C	ash Disc. Due
Standard Partial Pmt Res.Items WH Tax	
Account Items 40081 VINOTHKANNAN	
Document D Profit 🖙 Select search criteria	Document P., Bu Da Purchasin INR Gross CashDiscount CDPer.
4100075667 DR 2132	10.10.2019 11 1013 1 31,563.00-
4100075668 DR 2132	10.10.2019 11 1013 1 25,634.00-
4100074358 DR Amount	03.07.2019 11 1021 191 21,681.00-
4100078509 DR Ocument Number	03.07.2019 11 1021 191 21,681.00-
4100072786 DR	29,587.00-
4100075071 DR	29,587.00-
From Io	String Ing. Value
4100074358	
4100078509	
Processing Status	
Number of items	
Display from item	
Reason code	
Display in clearing cur	
	Further Values

- 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

Distribute Difference Charge Off Difference Clicking Options Clicks Disc. Due   Standard Partial Prnt Res.Items WH Tax   Account tems 40081 VINOTHKANNAN   Document D., Profit Center Text Document, P., Bu Da Purchasin INR Gross   CashDiscount CDPer, ER469693228IN02042019PC28204000650 03.07.2019 11 1021 191 21, 681.00- 22, 60.00- 21, 681.00- 22, 60.00- 21, 681.00- 21, 681.00- 22, 60.00- 22, 60.00- 22, 60.00- 23, 71.00- 24, 60.00- 24, 60.00- 24, 60.00- 24, 60.00- 24, 60.00- 24, 60.00-	Payment v	vith Printout Proc	ess open ite	ems										
Standard         Partial Pmt         Res.Items         WH Tax           Account items 40081 VINOTHKANNAN         Document         PBu Da Purchasin         INR Gross         CashDiscount         CDPer           4100074358 DR         ER469693228IN02042019PC28204000650         03.07.2019 11 1021 191         21,681.00-         Image: Comparison of the standard sta	🔊 📝 Distribu	ite Difference Charge Off	f Difference 🛛 🖉 🛛	Editing Options 🛛 💋 Cas	sh Disc. Di	he								
Account items 40081 VINOTHKANNAN         Document D. Profit Center Text       Document P. Bu Da Purchasin INR Gross       CashDiscount       CDPer T         41000745509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       03.07.2019 11 1021 191       21, 681.00-       1         4100078509 DR       ER469693228IN02042019PC28204000650       DS <th>Standard</th> <th>Partial Pmt Res.Items</th> <th>WH Tax</th> <th></th>	Standard	Partial Pmt Res.Items	WH Tax											
Document       D       Porthasin       INR Gross       CashDiscount       CDPer.         4100078509       DR       ER469693228IN02042019PC28204000650       03.07.2019       11       1021       191       21,681.00-       191       21,681.00-       191       1021,681.00-       191       1021,681.00-       191       1021,681.00-       191       1021,681.00-       191       1021,681.00-       191       1021,681.00-       191       1021,681.00-       191       1021,681.00-       191       191       1021,681.00-       191       1021,681.00-       191 <td>Account items</td> <td>40081 VINOTHKANNAN</td> <td></td>	Account items	40081 VINOTHKANNAN												
4100074356 DR       ER469693228IN02042019PC28204000650       03.07.2019       11       1021       191       21,681.00-       4100078509       21,681.00-       4100078509       21,681.00-       4100078509       21,681.00-       4100078509       21,681.00-       4100078509       21,681.00-       4100078509       21,681.00-       4100078509       21,681.00-       4100078509       21,681.00-       4100078509       21,681.00-       4100078509       4100078509       21,681.00-       4100078509       4100078509       4100078509       21,681.00-       4100078509       41000078509       4100078509       410007	Document D	Profit Center Text				Document	Ρ.,	Bu	Da	Purchasin	INR Gross	CashDiscount	CDP	er.
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Image: Second secon														_
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Image: Status   Number of items   2   Image: Status   Deactivate Items   Number of items   2   Image: Status   Display from item   1   Assigned   116, 371.00-   Display in clearing currency   Not assigned   0.00														
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Image: Status       Deactivate Items         Number of items       2       / 6         Amount entered       116,371.00-         Display from item       1         Assigned       116,371.00-         Display in clearing currency       Not assigned       0.00					П									
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Deactivate Items       Number of items     2     / 6       Display from item     1     Assigned       Display in clearing currency     Not assigned     0.00	KR BR	27 MM Amo	👬 Gross< 👪	Currency / Items	🖌 Iter	ns 🖉 Di	sc.	<i>)</i>	Disc.					
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Reason code     Difference postings       Display in clearing currency     Not assigned     0.00	Display from ite	m 1		Assigned		1	6,	371.0	0- <	⇒ 🥹				
Display in clearing currency Not assigned 0.00	Reason code			Difference posti	ngs									
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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.