

**Introduction:**

The Purpose of this document is to enable user to make Payment against Epayment collections within CSI.

**With CSI E-Payment:**

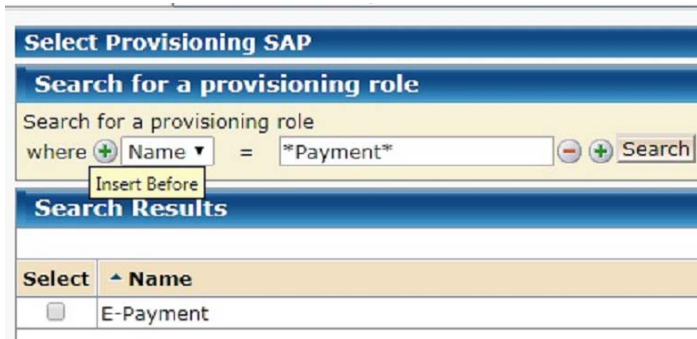
1. Accounting document posted against collection office profit centre after POS collection will be processed directly (Pan India) for making Payment.
2. Tracking of Epayment collection with Payment details introduced.
3. No change in collection process & few modification in Payment process:
  - a. Collection File generation (ZEPAY\_FILE & ZEPAY\_REPRINT).
  - b. Payment due report (FBL5N).
  - c. Posting Payment (F-58).
  - d. Payment Details (ZFI\_EPAY).
4. Payment of Collections made at Non-CSI Office (Including TNF) continues.
5. CEPT Epayment site reports will not include the collections/payments of CSI Offices.
6. Any files related to Collections/payments for billers to be generated at nodal Office only. Hence no download currently possible at CEPT Epay site for Billers.
7. Payment of CQ collections at POS is **not subjected** to clearing/reconciliation. All collection Offices may be intimated accordingly.
8. All information to the biller Reg Collections & Payments to be shared by Payment Office only.

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**A. Pre-requisite:**

**SAP Role: "E-Payment"**

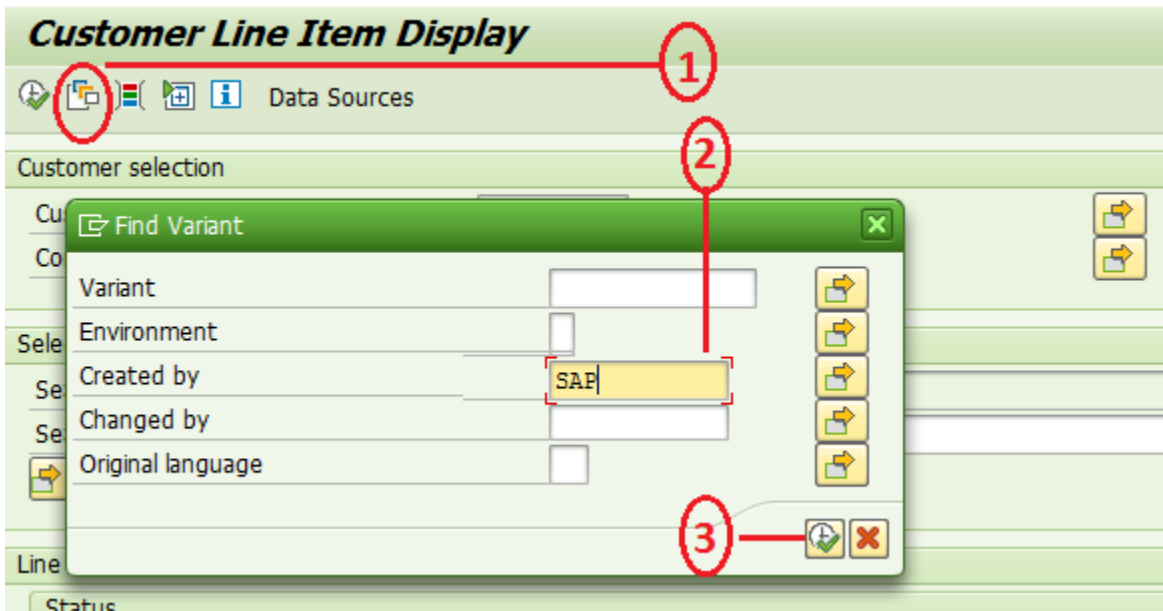



Above role to be assigned to user by concerned divisional head for processing payment for Epay Billers.

**Processing Payment to Epay Biller:**

**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

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

**Customer Line Item Display**

Data Sources

Customer selection

Customer account: 3020 to [ ]

Company code: DOPI to [ ]

Selection using search help

Search help ID: [ ]

Search string: [ ]

Search help

Line item selection

Status

Open items

Open at key date: 07.09.2018 to [ ]

Cleared items

Clearing date: [ ] to [ ]

Open at key date: [ ]

List Output

Layout: /EPAY\_DUE to [ ]

Maximum number of items: [ ]

- Enter Biller ID in Customer account.
- Enter Current date so as to see Payment due as on date. Open Items are nothing but unpaid liabilities.
- Type Layout as "/EPAY\_DUE" as shown above in FBL5N screen "List Output" Layout. Then execute(F8)



**C. Posting Payment:****T-Code: F-58**

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

<b>Payment with Printout Header Data</b>					
Process Open Items					
Document Date	07.09.2018	Type	DZ	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	91360	Business Area			
Value Date	07.09.2018	Assignment			
Text					
Payee					
Vendor		Company Code	DOPI		
Customer	3020	Payee			
<input type="checkbox"/> Payment on acct	<input type="checkbox"/> Pmnt on acct				
Paid items			Additional selections		
<input checked="" type="checkbox"/> Standard OIs			<input type="radio"/> None		
Special G/L ind			<input type="radio"/> Amount		
			<input checked="" type="radio"/> Others		

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 Payment Due report.
4. Biller ID for whom Payment is made.
5. Select Others, Click On "Process Open Items" → 'Document Type" → Enter RV and Select Process Items again.(Only RV document to be processed!!!).
6. Confirm Assigned Amount (Due Amount) and Entered Amount, Post the Document to draw the CQ.

**Process to handling 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

Payment Office  
 Collection Office

Payment Office Selection Criteria

Biller ID	3020
Payment Document Number	4117365651
Payment Date	07.09.2018

**Payment Office:**

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

**FICO : E-Payment Done Report for Ebiller**

Collection Office Name	Collection Date	Counter Receipt Number	Amount LC	Commission	CGST	SGST	UTGST	Net Payable	Reference Number	Collection Document
Kulur S.O	07.09.2018	SL0025220021536305329	420.00	0.00	0.00	0.00	0.00	420.00	DB4591	9010703752
Hampankatt	07.09.2018	SL0025370011536292998	1,064.00	0.00	0.00	0.00	0.00	1,064.00	MG103443	9010703754
Hampankatt	07.09.2018	SL0025370011536292998	331.00	0.00	0.00	0.00	0.00	331.00	MG105997	9010703754
Hampankatt	07.09.2018	SL0025370011536307748	97.00	0.00	0.00	0.00	0.00	97.00	DB8105	9010703754
Bolloor S.O	07.09.2018	SL0024870011536296125	2,432.00	0.00	0.00	0.00	0.00	2,432.00	22285	9010703759
Bolloor S.O	07.09.2018	SL0024870011536302153	1,023.00	0.00	0.00	0.00	0.00	1,023.00	90259	9010703759
Bolloor S.O	07.09.2018	SL0024870011536302365	430.00	0.00	0.00	0.00	0.00	430.00	MGL5170	9010703759
District C	06.09.2018	SL0024890011536219657	150.00	0.00	0.00	0.00	0.00	150.00	MG104197	9010854890
District C	07.09.2018	SL0024890011536295021	188.00	0.00	0.00	0.00	0.00	188.00	8981	9010933698
Fisheries	07.09.2018	SI 0024910011536305340	66.00	0.00	0.00	0.00	0.00	66.00	8920	9010949549

**CO : E-Payment Done Report for Ebiller**

Collection Circle	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6
Kulur Circle	9396253000	G.MANOJRAO	132228014136		REVENUE	
Kulur Circle	1805353000	G MANOJ RAO	132228014137		REVENUE	

- **Field 1 to Field 10 after Circle name** column contains all the onetime customer data captured at POS during epay collection.
- Click on Net Payable Header and Summation symbol to obtain Total amount Paid.
- Reference number will be key field for Biller and Collection Document will be RV liability.
- 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.

**E. E-Payment Track & Trace:**

**T-Code:** ZFI\_EPAY

This option enables Collection Offices to track the payment particulars of any Epayment Collections based on Biller ID, Collection Date & Collection Office profit centre. POS receipt number is optional which can be used to track specific receipt.

**Note:** Result will be displayed only if collection is paid. Incase no result displayed, cross check selection entries & take-up with Payment Office.

**FICO : E-Payment Done Report for Ebiller**

Input Criteria

Payment Office  
 Collection Office

Collection Office Selection Criteria

Biller ID	3020	] <b>Mandatory</b>
Collection Date	06.09.2018	
Profit Center	2132522500	
Counter Receipt No.	SL002522002153621...	
Payment Date		

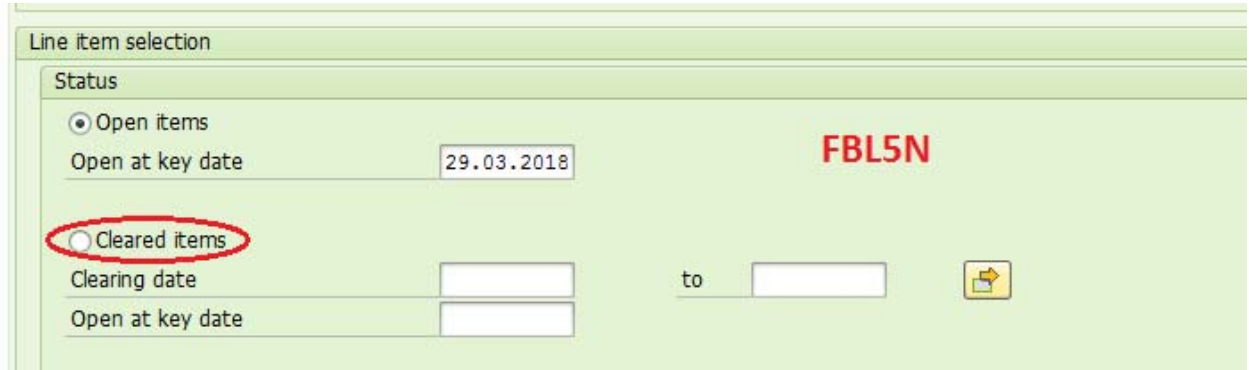
**FICO : E-Payment Done Report for Ebiller**

Collection Office Name	Collection Date	Net Payable	DocumentNo	Payment Document	Payment Date
Kulur S.O	06.09.2018	660.00	9010898057	4117365651	07.09.2018

**F. List of Payments made to the Biller:**

**T-code: FBL5N**

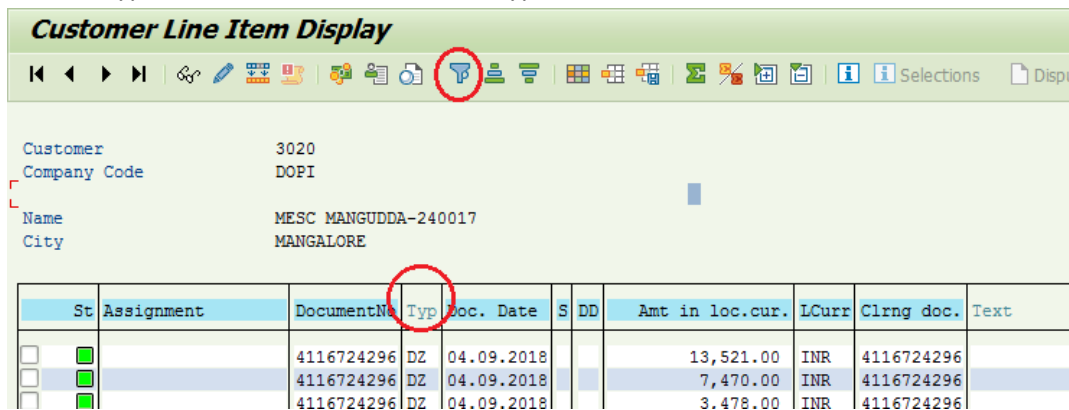
1. Enable "SAP&INET1" as shown in Payment Due report, Cleared Item to be selected to See Paid Documents.



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 Biller 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. SI 1 & 3 are Clearing Documents.

SI	Doc Type	Doc Details
1	DZ	Payment Document
2	RV	Collection Document


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



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.

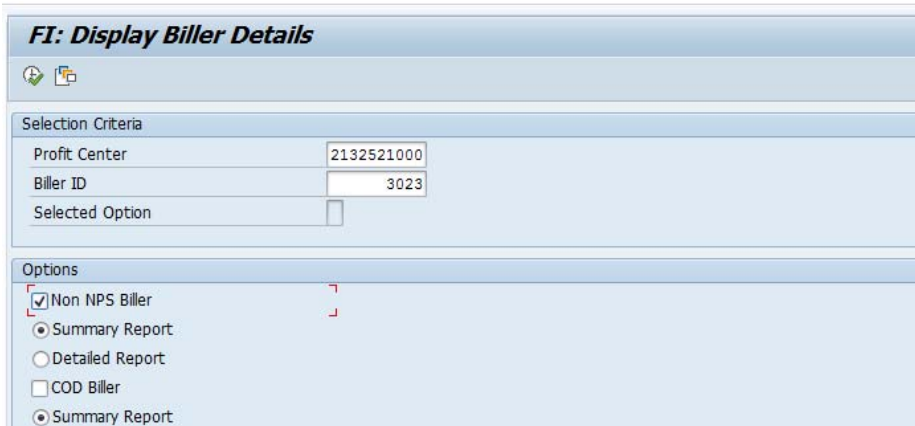


Select RV & Clearing Doc to generate List of Collections which is paid against any Payment Doc number which is also available in “ZFI\_EPAY” report.

**G. Payment of Non-CSI Collections through Legacy channel:**

Existing process may be continued to pay Non-CSI collections

**T-Code:** ZFI\_EPAYMENT



- Enter Payment Office Profit centre and Biller ID, Select Non NPS 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 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.

### H. Collection File Configuration: (Onetime Configuration)

Configuration of the fields to be made Onetime in order to download the collection Files through zepay\_File/zepay\_reprint.

All the fields are made available in the payment report. Configuration may be done in case if Biller require collection data separately and does not require to match the same with payment data.

User with Epayment Role can access below Tcode.

#### T-Code: ZEPAY\_CONFIG

The screenshot displays the ZEPAY\_CONFIG configuration interface. At the top, there are input fields for 'Biller ID' (4863), 'Delimiter' (.), 'Frequency' (Monthly), 'File Type' (csv), 'Header', and 'Display Header'. Below these is a table with two columns: 'Field Name' and 'Field Label'. The 'Field Name' column contains a list of fields: DATE OF TRANSACTION, CHEQUE NUMBER, FACILITY ID, PAYMENT MODE, RECEIPT NUMBER, TRANSACTION DATE AND TIME, TRANS CODE, PINCODE, ACCOUNT ID, CUSTOMER\_NAME, BILL\_ID, BILL\_DATE, PURPOSE, and AMOUNT. Each field name is followed by an empty text box for the 'Field Label'. A 'SUBMIT' button is located at the bottom center of the form.

- Fill up all fields as required. Frequency can be any selection however download has no restriction and not depending on the frequency selected.
- Click enter button to enable Field Name drop down Items.
- Select Field Names in the sequence of columns required in the file and Provide Label name.
- Maximum of 10 field name may be selected.
- After completing selection, click on Submit to save the configuration.
- In case required to change the configuration, restart the process however previous configuration is not retrieved and fresh configuration will be overwritten.
- Facility ID denotes name of the Collection Office.
- Payment Mode denotes Mode of Collection at POS.
- Please crosscheck Biller ID before Submitting the configuration.
- This file cannot contain details of Payment made to Biller.

**I. Collection File Generation: (Not Mandatory For all billers)****T-Code: ZEPAY\_FILE**

- Collection File generation is not mandatory for Billers.
- This file has no link with Payment made to biller.
- Collection data of Post Office for which Day End is received at SAP will be available in the collection file.
- Enter Biller ID & Execute to generate File.
- Latest Data available at SAP during the time of generation will be populated in the file.

**Note:** Do not make any selection in Mail required & Download Data. Data can be downloaded through ZEPAY\_REPRINT.

**Program for Epayment file Creation**

Biller Id:

Mail Required

E-Mail Address  to

Download Data

Directory

**Note: Do Not make any selection here**

File Created Successfully

- If, in case “**No data Found**” is displayed, cross check whether file is generated in reprint transaction for any date.

**T-Code: ZEPAY\_REPRINT**

**Program for Epayment file Re-print**

Biller ID: 3021

Date: 07.09.2018 to

Mail Required

E-Mail Address: csicct.cept@indiapost... to

Download Data

Directory: C:\USERS\ADMINISTRATOR\DESKTOP\EPAY\_NEW\0709

**Note:**

1. Date will be “Date of File generation” through ZEPAY\_FILE; here Date range cannot be more than 7 days. This is to cross check previous file generated and download.
2. Required Email ID may be entered to receive File through Email. Multiple Emails can be entered.
3. Path can be selected in field “Directory” for Downloading file locally.
4. Execute to see list of file generated if any.

**Program for Epayment file Re-print**

Biller ID	Gen Date	Collection File
3021	07.09.2018	ePayment20180907102814_0000003021.CSV

Re-print

5. Select File Name and Click on “Reprint” to download file as per selection.
6. Make sure downloaded file is in required format. Otherwise raise a service desk ticket with details of File.

Release Date: 06/03/2019