

SOP On Franking/Philately Customer Settlement Process

Franking/Philately Customer Settlement Process

1. Use T Code F-32 – for customer settlement
2. Enter Customer account number
3. Clearing date will be Accounting date for Daily Account/CGA Report.
4. Company Code as DOPI
5. Special GL indicator
 - a. **‘G’ – for advance customer**
6. Select additional section as posting date for period of settlement.
(Additional Selections can also be based on Document Type, Document Numbers Etc.)
7. Than process open item.

Clear Customer: Header Data

Process Open Items

Account Clearing Date Period

Company Code Currency

Open Item Selection

Special G/L Ind Standard OIs
 Invoice Summary

Additional Selections

None
 Amount
 Document Number
 Profit Center
 Posting Date
 Dunning Area
 Reference
 Payment order
 Collective invoice
 Document Type
 Business Area
 Others

8. Enter date range(For Posting date Selection)
9. In case other selection is required i.e Document Number or Document Type , Click on Save or Cntrl + S and proceed with other selection.
10. Once the required selection is completed/saved click on Process Open Items.

Clear Customer Enter selection criteria

Other selection Other account Process Open Items

Parameters entered

Company Code
Account
Account Type
Special G/L ind. Standard OIs

Posting Date

From To

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11. List of Open Items will be displayed on the screen. Assigned amount should always be credit balance to customer. Double click on the line items (if incorrectly fetched) to exclude from the processing of settlement which shall alter the assigned amount.

Clear Customer Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 6905 M S BIGDEAL MARKETIN

Assignment	Document...	D.	P.	Posting Date	Document...	Text	INR Gross	Partially Paid Amt	CashDiscount	CDPer.	S...
	9000004556	RV	01	10.01.2019	10.01.2019	Usage for advance	280.00	0.00			
	4100001964	DZ	19	01.01.2019	01.01.2019	Advance from customer	1,000.00-	0.00			

Processing Status

Number of items	2	Amount entered	0.00
Display from item	1	Assigned	9,720.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	9,720.00

12. Click on Charge off difference also note down the not assigned amount from the previous screen.

13. Enter following in next screen
- Posting key as 19.
 - customer number
 - Special GL indicator same as entered in 1st input screen(as G)

Process Open Items Choose open items Display Currency Account Model Taxes

Document Date: 20.01.2019 Type: AB Company Code: DOPI

Posting Date: 20.01.2019 Period: 10 Currency: INR

Document Number: INTERNAL Fiscal Year: 2018 Translatn Date: 20.01.2019

Reference: Cross-CC no.: Trading Part.BA:

Doc.Header Text:

Items in document currency

PK	BusA Acct	INR	Amount	Tax amnt
D		0.00		
C		0.00		
0.00 * 0 Line items				

Other Line Items

PstKy: 19 Account: 6905 SGL Ind: W type: New co.code:

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14. Press Enter
15. Enter following in next screen
 - a. Amount = Not assigned amount
 - b. Profit center

Customer	6905	M S BIGDEAL MARKETIN	G/L Acc	8800010000
Company Code	DOPI	H-34/68, 3RD FLOOR, SECTOR-3, ROHIN		
Department of Post India	DELHI			
Item 1 / Down payment receive / 19 W				
Amount	9720	INR		
	<input type="checkbox"/>	Calculate tax	Bus./sectn	
Bus. Area				
Discount %			Disc. Amount	
Purch.Doc.			Real estate	<input type="checkbox"/>
Contract			Profit Ctr	2432320000
Fund			Flow Type	
Funds Ctr			Cmnt Item	NC8800010000
Assignment				
Text	Unused Advance			Long Texts

16. Press Enter
17. Input Segment as DMBE after pop-up

Clear Customer Display Overview						
Display Currency Taxes Reset						
Document Date	20.01.2019	Type	AB	Company Code	DOPI	
Posting Date	20.01.2019	Period	10	Currency	INR	
Document Number	INTERNAL	Fiscal Year	2018	Translatn Date	20.01.2019	
Reference				Cross-CC no.		
Doc.Header Text				Trading Part.BA		
Items in document currency						
	PK	BusA	Acct		INR	Amount
						Tax amnt
001	19W	1016	0000006905	M S BIGDEAL MARKETI		9,720.00-
002	09W	1016	0000006905	M S BIGDEAL MARKETI		10,000.00
003	17	1013	0000006905	M S BIGDEAL MARKETI		280.00-
D 10,000.00				C 10,000.00		0.00 * 3 Line items
Other Line Items						

18. Post document

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Customer Account before settlement.

Customer Line Item Display												
Customer: 6905 Company Code: DOPI Name: M S BIGDEAL MARKETIN City: DELHI												
St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text	Net due dt	Reversal
		4100001964	DZ	01.01.2019	W		10,000.00-	INR		Advance from customer	01.01.2019	
		9000004556	RV	10.01.2019			280.00	INR		Usage for advance	10.07.2018	
* [X]							9,720.00-	INR				
** Account 6905							9,720.00-	INR				

Customer account after settlement

Customer Line Item Display												
Customer: 6905 Company Code: DOPI Name: M S BIGDEAL MARKETIN City: DELHI												
St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text	Net due dt	Reversal
		1000000215	AB	20.01.2019	W		9,720.00-	INR		Unused Advance	20.01.2019	
* [X]							9,720.00-	INR				
		1000000215	AB	20.01.2019			280.00-	INR	1000000215		20.01.2019	
		1000000215	AB	20.01.2019	W		10,000.00	INR	1000000215		20.01.2019	
		4100001964	DZ	01.01.2019	W		10,000.00-	INR	1000000215	Advance from customer	01.01.2019	
		9000004556	RV	10.01.2019			280.00	INR	1000000215	Usage for advance	10.07.2018	
* [X]							0.00	INR				
** Account 6905							9,720.00-	INR				

More details of Open Items in FBL5N screen :

- 1) Always Select "BNPL" variant for executing reports related to customer in FBL5N.
- 2) Special GL Items Denotes Recharges from the customer with document type DZ & AB (partially Settled Document).
- 3) Normal Items denotes Below Revenue items (RV):
 - a) Revenue document posted through system for a franking customer based on the consumption file from the franking machine which should be compulsorily settled, Long text will be having Metr reading of Franking machine.
 - b) Revenue document posted manually by user while PDA despatch which should be compulsorily settled, Long text will be having details entered by user while PDA despatch
- 4) Advance Payment documents (DZ & AB) selected for Settlement should be always prior to Billing Documents (RV).
- 5) RV can be settled against only DZ or against only AB or Against both AB/DZ.