CSI MASTER GUIDE FOR BNPL CENTRES

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1.1BULK CUSTOMER BOOKING:

आसीय सक	INDIA	POST					Point of	Sale				
India Post	User Nam	e: Gopala	H R(1001588	I) PO Na	me: BNPL Mysor	e	Counter No: 1	Date & Time:16 N	lov 2016 11:26:08 AM	0.00	2	8
Mai	il Booking	🥢 Inter	rnational Mail	1	Ioney Remittances	s 🚺	Product Sales	e - Payment	IPO Sales			
Inland Speed Weight*	H Post gms. ss - Select		F8 Addre F8 Name ² F8 Ctty/D State ⁴ F8 PIN CC F8 Mobile	Pre-paid	- v	F8 + F8 F8 F8 F8	Article No Postage ********** Net Amt ********** Total Amt	0.00 ******** 0.00 0.00			F4 Bill Hold F6 Additional Info	F5 2 2 Customer
E-mail Insurance Proof of D Receipt No	e Delivery		E-mail	Date	16 Nov 2016	Qu	uantity 0	Total Amo	punt 0.00		F12 PAYMENT	*
Esc Back			F	2 Jancel			F3 Reset	•	Enter Submit		F11 View	Щ.

- All customer are identified with Customer-ID, contract will be created based on service availed.
- Add Customer (F5) to select the customer prior to booking after selecting any service in POS.
- Select Non POSB, Enter Customer ID and press F8 to display Customer name & available contract. Details of the customer will be displayed. Select the row with Contract number.

Customer Name	Contract No	Contract Type	Available Balance	COD	EVPP	i axable
		Customer Id 60	00000017	F8		
		Non POSB	POSB	PDA		

- BNPL booking cannot be made by Selecting Customer row without contract number.
- Available balance in contract corresponds to available credit for BNPL & available balance for advance customers.
- After adding customer, Sender address will be auto filled in POS booking screen. After completing all bookings [which can be viewed in cart(F11)], select Payment(F12) option.
- Customer wise report can be viewed in SAP only for bookings made with contract.
- Confirm Customer details with number of bookings in the Payment window.
- For a contractual customer, any payment mode other than BNPL can also be accepted.

• Select, BNPL(F7) as payment mode & select Submit to complete payment.

IN C	DIA POST		Point of	Sale	- 52.2		
User N	Name: Gopala H R(10015884)	PO Name: BNPL Mysore	Counter No: 1	Date & Time:16 Nov 2016 12	:13:51 PM 🆓 0.0	00 💽	8
Payment							10
Receipt No: SL0000	570011479278094			Date: 16 No	ov 2016		
Bill Details	Payments			Hindi print		F4 Cash	F5
Customer	Amount Due : 40.26	5	То	tal Quantity: 1			Card
KARNATAKA SATE UNIVERSITY	OPEN					P6	BNPL
(600000017)	BNPL					F9 0-	F10
Sales Total	Amount •	40.26				Demand Draft	Cheque
40.26	Customer ID *	600000017				F11 (TTTT)	P
5.26	Contract Id	0040000118				Direct	
Commission Amount	Conductio	004000110				Credit	1
0.00	Customer Name	A SATE OPEN UNIVERSI	TY				
0.00							
Transaction Amount	Amount Paid 0.0	0	Amount T	o be Returned 0.00			
4	0.26						
Est Back	F2 Cam		F3 Delete		Enter 🔔 Submit		
			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1				

Note:

- 1. Bulk Customer booking requires active network connection(Web Service).
- 2. Booking procedure is same for advance customers & BNPL customers. However for customers with prepaid articles, Postage or Franking may be selected in Prepaid section of Booking screen.
- 3. Customer cannot be searched in add customer option. Hence Customer ID list must be available with the operator.
- 4. Article booked to bulk customer can be cancelled. Cancel transaction is available after booking & before closing of article. Payment mode cannot be changed after booking is confirmed.
- 5. No customer wise reports are available in Back office. All the reports can be generated in SAP only.

1.2. BULK EXCEL UPLOAD:

Bulk excel upload can be made through POS in Business Service \rightarrow Upload Bulk option.

भारतीय खळ	INDIA POST		Point of S	ale			
Inita Pos	User Name: Manjunatha B(10021885) PO Name: BNPL My	sore Counter No: 1	Date & Time:10 Dec 2016 0)3:53:31 PM 🆓 0.00) [?]	8
Upload Bulk	Custom	er Integrated Success	fully			F4 Bill Hold	F5
Sender Addres Name* Address* City/Dist State PIN Code*	S E OPEN UNIVERSITY Fa NGOTHRI MYSORE 06 + MYSORE Fa Kamataka v 570006 Fa	Service Type* Weight / Item Declaration Browse File*	Inland Speed Post	Agent ID Select POD Drowse POD Uptowd		F6 Additional Info	
E-mai		Customer ID Contract No Available Balance	OPEN UNIVERSITY (6000 0040000118 7235701.42	000017)		F12 PAYMENT	*
Receipt No).	Date 10 Dec 201	6 Quantity O	Total Amount	0.00		
Esc Back	F2 Car	(Colored Colored Color	F3 Reset		Enter Submit		

- Select Service type viz Inland Speed Post, Express Parcel and add the customer.
- Check POD box if all the articles to be uploaded are attached with POD.
- Browse for the excel file prepared in required format & select upload.
- All the articles inside file will be processed. In case of no errors, application prompts to continue of Payment (F12).
- In case of any error, below message will be displayed. Select Submit(Enter) button to continue.

AFOST		10111 01 2	ale	2		
me: Manjunatha B(10021885)	PO Name: BNPL Mysore	Counter No: 1	Date & Time:10 Dec 2016 03:58:50 PM	0.00	?	8
File Impo	orted Successfully.Ref No	- KARN-0040000118-7	747 Contains Erroneous Records,Click Ent	er to Pro	F4	F5
F8	Service Type* Sel	ect v	Agent ID Select v		F6	Cus

- All the Erroneous records need to be processed individually before booking the same.
- A reference number will be created after successful import which can be accessed directly by pressing Enter or navigating to Business Service → Process Bulk option.
- Uploaded file cannot be deleted if any single erroneous article is processed.
- Processing of correct articles is not required.
- Erroneous articles can be fetched 10 items at a time & can be processed by selecting each article.
- Partially processed upload cannot be deleted & can be processed any number of times based on the availability of the article.

• Booking can be confirmed for correct / partially processed records by proceeding for payment only after processing at least 1 error record in the below screen.

utollat data	INDIA	POST		Point of Sale		
Lota Ner	User Nam	ne: Manjunatha B(1002188	5) PO Name: BNPL Mysore Coun	ter No:1 Date & Time:	10 Dec 2016 04:03:14 PM 🛛 🎳 0	.00
Process Bulk		Showle	ig Top 10 Records			F4 . 61 F5
Select e-Manifest	KARN-00	040000118-7747 -	Fetch Er	roneous Records		Bill Hold
Serial #	F8 Barco	ode F E	City F8 Pin	F8 Reference No.	FB	r6
Barcode		Addressee Name	Addressee Address	PIN	Amount	Info
EK868596910IN		aarthl	bangalore	560038	40.26	
EK868513305IN		abhinaya	mysore	571314	40.26	
EK875160073IN		agnel	bangalore	560043	40.26	
EK868517510IN		anitha	chickmaglur	577547	40.26	
EK863175138IN		anitha	dakshina kannada	574233	40.26	F12
	(Customer ID 60000000 Available Balance 7235701. Contract No 00400001	17 50 18 Error Count	d O Correct Article O Not Barcoded Erronious Arti	e 0 Article 0 cle 149	PAYMENT
Receipt No.			Date 10 Dec 2016 Quanti	ty () Total	Amount 0.00	
Esc Back		F2 Ca	(Colored Colored Color	F3	Enter Submite	

- A pop up will be displayed marking the error in red which can be corrected for processing.
- Payment screen remains same as normal bulk booking.
- City name of the PIN should match with the name in POS database, hence refer the excel for CITY name correction if any before uploading to reduce error correction time.
- Procedure for uploading bulk excel for prepaid articles is same, but upload option & excel sheet format is different. Business Service → Upload Prepaid Bulk option
- Bulk excel formats can be obtained in any machine where POS counter is installed by navigating to below link

C:\POS\Application\Counter\build\help\html\help_files\BULK_UPDATED_FILE

2.BNPL REPORTS:

All BNPL operation viz Reporting, Billing, Payments other than booking & closing of articles will be done through SAP ECP application. Data will be available only if Mobilink Synchronisation is successful in POS server machine & processed in SAP server.

2.1. Detailed Booking report of the Booking Unit:

Tcode : ZREV

• « 🔒 enue	N 🛁 I 😒 🕄) (K) (R) (R) (R) (R) (R) (R) (R) (R) (R) (R	0 🖵 🗖 🕜 🖳	
enue				
	21		——— КА	RNATAKA
	BN21350000650	🔁 ———	MY	SURU BNPL
	29.05.2017	to		
		<u>]</u>]	SPE	EDPOST, BP, EP etc
	r L	21 BN21350000650 29.05.2017	21 BN21350000650 29.05.2017 to	21 KAI BN21350000650 C MY 29.05.2017 to SPE

Execute (F8) the report with all the relevant entries to see details of bookings made in your facility for all the services made through POS.

2.2. Customer wise Detailed Booking report:

Tcode : ZBNPL_NEW

로 <u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>v</u> stem	Help
🖉 💽 👻 🦉	💻 🕲 ا 🗟 🬄 ا 🎝 🎝 🖆 🖾 ا 🆓 🛗 ا 😒 🔊
Contract Monthly Report	
Contract Monthly Report	
Customer No	600000017
Contract No	40000118
Date	01.05.2017 to 30.05.2017
● ALV Display ● PDF Display	

Alv can be exported to excel sheet, to print the file select pdf & execute(F8) the transaction.

2.3.1. Report for advance customer transactions:

ode : ZADVANCE
· <u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>v</u> stem <u>H</u> elp
🖉 💽 🗟 📮 🖓 🚱 🔤 🕅 👘 🏝 🖆 💭 💭 💭 🔛
Monthly Account Statement
🕸 📴
Monthly Account Statement
Customer No 300000020
Contract No 40000016
Month 01 to 04
Year 2017
Output type
Balance Summary in ALV

-Balance summary provides balances & deductions date wise for selected month.

-Monthly statement provides consolidated credits, debits with opening & closing balances for any month.

Image: Contract Contract Advance Deposit for Customer and Update Contract Posting Date 06.07.2017 Facility ID BN21350000650 Mysuru BNPL Profit Center 2133909200 Customer 300000020 Mysore IN Contract Number 4000016 Mysore IN Contract Value 133, 172.00 Valid from 18.02.2014 to Distribution Channel PS Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Amount 1000 INR Remarks SPEED POST ADVANCE MRC	<u>2.3.2. Advance de</u> Tcode : ZADVANC	<u>posit:</u> E_DEPOSIT	
Advance Deposit for Customer and Update Contract Posting Date 06.07.2017 Facility ID BN2135000650 Mysuru BNPL Profit Center 2133909200 Customer 300000020 Mysore Race Club IN Mysore IN Contract Number 4000016 Item 00010 Material Group SP Speed Post IN Contract Value 133,172.00 INR Valid from 18.02.2014 to 17.02.2018 Distribution Channel PS Sales Division MO Mail Operations Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Payment Mode Amount 1000 INR Select drop down for Cash Cheque Post Cash DOP Main Cash ODP Main Cash SpeEED POST ADVANCE MRC Select drop down for Cash DOP Main Cash	Ø	🔹 😒 🚫 🥵 📙 »	ii ik \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
Posting Date 06.07.2017 Facility ID BN21350000650 Mysuru BNPL Profit Center 2133909200 Customer 300000020 Mysore Race Club Mysore IN Contract Number 4000016 Item 000010 Material Group SP Speed Post Contract Value 133,172.00 INR Valid from 18.02.2014 to 17.02.2018 Unision Mo Mail Operations Special G/L ind. M Advance From Customer Payment Mode DOP Main Cash Cheque Payment Mode DOP Main Cash Select drop down for CQ/DOP Cash Cheque POS Cash DOP Main Cash	Advance Depo	sit for Customer and Up	date Contract
Posting Date 06.07.2017 Facility ID BN21350000650 Mysuru BNPL Profit Center 2133909200 Customer 300000020 Mysore Race Club Mysore IN Contract Number 4000016 Item 000010 Material Group SP Speed Post Contract Value 133, 172.00 INR Valid from 18.02.2014 to 17.02.2018 Distribution Channel PS Sales Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Payment Mode Mount 1000 INR Select drop down for Cu/DOP Cash OP Main Cash Cheque POS Cash DOP Main Cash			
Customer 300000020 Mysore Race Club Mysore IN Contract Number 4000016 Item 000010 Material Group SP Speed Post IN Contract Value 133,172.00 INR Valid from 18.02.2014 to 17.02.2018 Distribution Channel PS Sales Division MO Mail Operations Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Cheque Payment Mode SPEED POST ADVANCE MRC Select drop down for C0/DOP Cash DOP Main Cash DOP Main Cash	Posting Date	06.07.2017	Facility ID BN21350000650 Mysuru BNPL Profit Center 2133909200
Mysore IN Contract Number 4000016 Item 000010 Material Group SP Speed Post Contract Value 133,172.00 INR Valid from 18.02.2014 to 17.02.2018 Distribution Channel PS Sales Distribution Channel PS Sales Division MO Mail Operations Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Cheque Amount 1000 INR Remarks SPEED POST ADVANCE MRC Select drop down for CO/DOP Cash	Customer	300000020 Mysore Race Club	
Contract Number 4000016 Item 000010 Material Group SP Speed Post Contract Value 133,172.00 INR Valid from 18.02.2014 to 17.02.2018 Distribution Channel PS Sales Division Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Payment Mode Amount 1000 INR Select drop down for CO/DOP Cash SPEED POST ADVANCE MRQ CO/DOP Cash DOP Main Cash		Mysore	IN
Material Group SP Speed Post Contract Value 133,172.00 INR Valid from 18.02.2014 to 17.02.2018 Distribution Channel PS Sales Distribution Channel PS Sales Division MO Mail Operations Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Payment Mode Amount 1000 INR Select drop down for CO/DOP Cash Remarks SPEED POST ADVANCE MRQ Cheque POS Cash	Contract Number	40000016 Item 000010	
Contract Value 133,172.00 INR Valid from 18.02.2014 to 17.02.2018 Distribution Channel PS Sales Division MO Mail Operations Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Payment Mode DOP Main Cash Cheque Amount 1000 INR Select drop down for CQ/DOP Cash Cheque POS Cash DOP Main Cash	Material Group	SP Speed Post	
Valid from 18.02.2014 to 17.02.2018 Distribution Channel PS Sales Division MO Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Payment Mode Amount 1000 INR Remarks SPEED POST ADVANCE MRC Select drop down for CO/DOP Cash	Contract Value	133,172.00 INR	
Distribution Channel PS Sales Division MO Mail Operations Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Payment Mode DOP Main Cash Colored Colo	Valid from	18.02.2014 to 17.02.2010	8
Special G/L ind. W Advance From Customer Payment Mode DOP Main Cash Amount 1000 INR Remarks SPEED POST ADVANCE MRC SPEED POST ADVANCE MRC CO/DOP Cash	Distribution Channel	PS Sales	Division Mo Mail Operations
Payment Mode DOP Main Cash Payment Mode DOP Main Cash Amount 1000 INR Select drop down for CQ/DOP Cash Cheque POS Cash	Special G/L ind.	W Advance From Customer	
Amount 1000 INR Payment Mode DOP Main Cash Remarks SPEED POST ADVANCE MRC Select drop down for CQ/DOP Cash Cheque DOP Main Cash DOP Main Cash	Payment Mode	DOP Main Cash	
Remarks SPEED POST ADVANCE MRQ Select drop down for CQ/DOP Cash POS Cash DOP Main Cash	Amount	1000 INR	
	Remarks	SPEED POST ADVANCE MRC	CQ/DOP Cash DOP Main Cash

Enter Customer ID, Contract Number , Item (Always 00010) & Save the Transaction (Cntrl + S) to recharge. Document number will be created upon Save. Balance can be seen instantly in POS.

2.3.3. Advance deposit receipt:

Tcode : ZADVANCE_PRI	NT	
Report for Advance	Deposit	
€ >		
Document Number	4100221276	
Fiscal Year	2017	Execute (F8) transaction to Print the pdf receipt.
OPrint Preview	3	

<u>3. Customer Contract Modification:</u>

Tcode : VA42

Following modifications can be made in contract level for any customer in VA42

- (a) Changing target value(credit limit) for BNPL customers
- (b) Changing contract period for all customers.
- (c) Allotment of Barcode series for all customers(YA series for COD).

Change Contract: Initial Screen	
🔊 Sales 🛛 🔊 Item overview 🖉 Ordering party	iii Contracts 🕞 🐾
Contract 40000264	Fill the contract number (can be obtained from ZBNPL_NEW report or POS) press enter & select report or POS)
Search C 🔄 Information	
Purchase Consider the subsequent documents	
	Continue (Enter)

3.1. Changing Target Value(Increasing credit limit for BNPL customer):

Change Contract 40000264: Overview							
Contracts							
Contract 40000264 Net value 0.00 INR Sold-To Party 6763 A M Enterprises / 138 KEB COLONY 12TH CROSS UDAYAGI / Image: Colony 12TH CROSS UDAYAGI / Image: Colony 12TH CROSS UDAYAGI /							
763	A M Enterprises	/ 138 KEB COLON	Y 12TH CROSS	UDAYAGI /			
	P) date		2			
rview It	em detail 🛛 O	dering party R	.eason for reje	ction			
			Edit the v	value so that credit lin	mit & available credit	balance of	
_		BNPL	customer w	ill be changed for BN	PL customers. This ch	anges can be	
		seen i	nstantly in I	POS Webservice upor	n save.		
lue Cu	urr. Value relea	sed Assortme	ent module	Description		Product hierarchy	
0 IN	IR 56,972.00						
		!!! This	value shou	ld not be changed fo	r advance customers	!!!	
	act 4000 Contracts 1000264 763 763 rview It	act 40000264: Over Contracts 2000264 Ne <u>A M Enterprises</u> <u>PC3 A M Enterprises</u> <u>PC</u> rview Item detail Or Iview Item detail Or IVIE 56, 972.00	act 40000264: Overview Contracts Contracts A M Enterprises / 138 KEB COLONY Contracts A M Enterprises / 138 KEB COLONY PO date View Item detail Ordering party R BNPL seen i Use Curr. Value released Assortm D INR 56, 972.00 III This	act 40000264: Overview Contracts Contracts A M Enterprises / 138 KEB COLONY 12TH CROSS A M Enterprises / 138 KEB COLONY 12TH CROSS PO date Niew Item detail Ordering party Reason for reje Edit the BNPL customer w seen instantly in lue Curr. Value released Assortment module INR 56, 972.00 III This value shou	act 40000264: Overview Contracts 2000264 Net value 0.00 INR 263 A M Enterprises / 138 KEB COLONY 12TH CROSS UDAYAGI / Image: Colony 12TH CROSS UDAYAGI / 263 A M Enterprises / 138 KEB COLONY 12TH CROSS UDAYAGI / Image: Colony 12TH CROSS UDAYAGI / PO date Image: Colony 12TH CROSS UDAYAGI / Image: Colony 12TH CROSS UDAYAGI / PO date Image: Colony 12TH CROSS UDAYAGI / Image: Colony 12TH CROSS UDAYAGI / PO date Image: Colony 12TH CROSS UDAYAGI / Image: Colony 12TH CROSS UDAYAGI / Item detail Ordering party Reason for rejection Edit the value so that credit line BNPL customer will be changed for BN seen instantly in POS Webservice upor Inve Curr. Value released Assortment module Description INR 56, 972.00 III This value should not be changed for	act 40000264: Overview Contracts 0.00 INR 263 A M Enterprises / 138 KEB COLONY 12TH CROSS UDAYAGI / 263 A M Enterprises / 138 KEB COLONY 12TH CROSS UDAYAGI / 263 A M Enterprises / 138 KEB COLONY 12TH CROSS UDAYAGI / PO date PO date rview Item detail Ordering party Reason for rejection Edit the value so that credit limit & available credit BNPL customer will be changed for BNPL customers. This ch seen instantly in POS Webservice upon save. ue Curr. Value released Assortment module Description INR 56, 972.00 I!!! This value should not be changed for advance customers	

3.2 Changing contract period for all customers:

Change Contract 40000264: Overview								
🗣 🕹 🔂 🚺	ii Contracts							
Contract <u>Sold-To Party</u> <u>Ship-To Party</u> <u>PO Number</u> <u>Sales</u> Item of	40000264 6763 6763	Net value <u>A M Enterprises / 138 KEB COI A M Enterprises / 138 KEB COI PO date tem detail Ordering party </u>	0. LONY 12TH CROSS UDAYA LONY 12TH CROSS UDAYA Reason for rejection	00 INR <u>GI/</u> <u>GI/</u>				
Description Contract start Billing block	27.05.2016	Contract end	26.05.2017 Z1 27.05.2016	 Click on sales after entering contract no in VA42 Change date or select Z1 box to alter end date 				

After entering contract number in VA42, click on sales tab & alter contract end date as per the agreement. POS booking is not possible for any customer contract from the contract end date. After changing the contract end date save the contract by clicking save \blacksquare or (Cntrl +S).

3.3. Allotment of Barcode series for all customers(YA series for COD):

Sales	Item overview	Item o	letail Ordering pa	rty Reason for reje	ttion				
Description									
Description			Double click o	n 10(Item) to open	Sales Document Item				
All items			Double click o		bules bocalient item				
Item	Target Value	Curr.	Value released	Assortment module	Description				
10	65,501.00	INR	56,972.00						

After Entering contract number in VA42, double click on Item 10 box to see contract details.

Change Contract 40000264: Item Data	
H ◀ ▶ N 📅 🚯 🍪 🥵 🚺 🗐 🛷	
Sales Document Item 10 Item category ZWRN Value Contract Item Material CON_MAT Contract Material	
Sales A Sales B Contract data Shipping Billing Document Conditions Assortment module	5
	Sales A
Order Quantity and Delivery Date	Sales B
Target Value 65,501.00 INR	Contract data
Delivery time	Shipping
	Billing Document
General Sales Data	Conditions
Net value 0.00 INR Exch. Rate 1.00000	Account assignment
Pricing date 27.05.2016	Partners
Material entered CON_MAT	Order Data
EAN/UPC	Assortment module
Usage 💌	Status
Bus.transaction type	Structure
Reason for rejection	Additional data A
Alternative to item	Additional data B

Click on I to open drop down & click on Additional data B option.

Change Contract 40000264: Item Data							
₭ ◀ ▶ ₦ 💼 🔂 🎖	à 🖧 🎼 📊 🗞						
Sales Document Item 10 Item category ZWRN Value Contract Item Material CON_MAT Contract Material Conditions Account assignment Partners Order Data Assortment module Status Structure Additional data A Additional data B							
Contract details							
COD Indicator	POD PC	Payment Post Office					
Proof of del EPost	Proof of delivery SP	Bill Raising Office	BN21350000650				
Payment Method Advance 💌	Contact Person Check	Delivery Office					
Barcode Range 111111111 t Allocation date 27.05.2016	o 999999999 Bar o 26.05.2017	Code Pre Fix YA	Enter BARCODE allocation details here with allocation date for COD barcode. Enter barcode series with range allong with with circle barcode series will be allowed for booking through POS.				

In Additional data B option, enter Barcode Range with prefix & save the contract. This may be done only for COD customers to allot YA series barcodes.

4.BNPL BILLING:

Billing for bulk customers in SAP includes two transactions viz VF06 & VF24

4.1.1. Creating Background Job for billing:

Tcode : VF06

🖻 <u>P</u> rogram	<u>E</u> dit	Goto	<u>S</u> ettings	Syste	em	<u>H</u> elp			
		<u>V</u> ariar	nts	•		Get <u>v</u> ariant	Shift+F5		0 💻
		<u>U</u> ser	variables			Display			
Creating	, Bac	<u>B</u> ack		F3	1	Delete			
🕀 🔥 🗖	[^C D Disp]	avVariants				<u>Save as variant</u>	Ctrl+S		
· ▼ • ↓ - ↓ - ↓		ay vanarics	, 		_				
Documents to be billed									
Sales org.				DOPI	٦				
Distribution	channe	l				to			(

Enter : Sales org. **DOPI** Navigate to : Goto-> Variants -> Get Variants or (Shift+F5)

(Note: This transaction can be executed with customer IDs in group)

After Selecting Variants, below screen will be displayed with Short Description. Double click on proper variant name as per billing.

g	🖙 ABAP: Variant Directory of Program RV60SBAT								
a									
3	Variant Catalog for Program RV60SBAT								
r	Variant name	Short Description							
Ì	ZB2_AUGUST	Parcel Bill of August							
ł	ZBILLINLP BILLING LP								
t	ZV2_AUGUST	SPEED POST BILL OF AUGUST							
ł									

Variants are reference data which is saved for the selections to be made for the month of August 2016 billing for Speed Post (ZV2_AUGUST).

Creating Backgroun	d Jobs for Billing				
🖗 🚸 🖶 🖆 DisplayVariants					
Documents to be billed					
Sales org.	DOPI				
Distribution channel	PS	to		E	
Division	MO	to			Date of booking for which
Shipping point		to			billing is being done. Change
Billing date	01.08.2016	to	31.08.2016		the date as per booking date
Billing Type	ZV2	to		æ	Billing Type for Speed Post
Customer data					Customer ID
Sold-to party		to		(Select for entering multiple
Destination country		to		1	Customer IDs
SD document		to		1	

After selecting ZV2_AUGUST, following screen will be displayed,

Only date of Booking may be changed after selecting the variant & no other option should be changed .

Enter Customer ID in sold to party. Multiple customer IDs in list can be entered by selecting option. After entering customer id, Execute (F8) the transaction.

After successful execution, below screen will be displayed. Exit by pressing \bigcirc or F3.

☞ <u>L</u> ist <u>E</u> dit <u>G</u> oto <u>S</u> ettings S <u>γ</u> s	stem <u>H</u> elp							
🔮 💽 🗸 🖌 🗧	🗟 😪 । 🖨 🕅 🕼 । 🎝 🗘 🎝 🗊 🗖							
Creating Background Jobs for Billing								
💽 ≛ 〒 〒 및 冬 🕒 〒 ☷ ፲ < → → >								
Job name	Steps Customers Documents Target computer							
INVOICE_170706_155958_01_BTECCTV	1 1 1							

4.1.2. Editing Work List for Invoice List:

Tcode : VF24

Navigate to Goto-variants->Get...

☞ <u>I</u> nvoice list <u>E</u> dit	Goto Settings	S <u>v</u> stem <u>H</u> elp		
Ø	<u>V</u> ariants 🕨	<u>G</u> et		1993125
	<u>B</u> ack	Display		
Edit Work List	for Invoice L	De <u>l</u> ete		
Display work list for	invoice lists [📴 Di	<u>Save as variant</u>		
Billing Data				
Billing Date from	[То	06.07.2017

(Note: This transaction cannot be executed with customer IDs in group)

Double click on SPEED_POST variant name.

i y	he is a second sec			10		_	
Dq	🔄 ABAP: Variant Directo	ry of Program SDIN	/LDL		×		
at. Or ut	Variant Catalog for Progra Variant name Short Dese BP_EP_BILL BP EP OCT SPEED_POST SPEED PO	am SDINVLDL cription F 2016 ST BILL OCT 2016					
	Edit Work List for Invo	ice Lists					
(Display work list for invoice lists	📴 Display Variants					
	ilian Data						channed the data with typoc
В					1		Execution date for any customer
	Billing Date from	01.11.2016	То	03.11.2016			Execution date for any customer
	Billing Type	ZLV	to			<u> </u>	strategies and strategies
	Billing Document		to		E		ZLV - Speed Post
							ZLB - Business/Express Parcel

After selecting SPEED_POST variant, change the date range with VF06 date & select Display work list for invoice lists (F8)

E	dit	Wo	rk Lis	t for Invo	oice List	5								
-	•	<u>88</u>	9 =		7 2 iii	999	Individu	ual billing docu	iment	Colle	ective bill	ing docu	ment Collective billing d	oc./online
B	S	BlCat	SOrg.	Billing Date	Sold-to pt	BillT	DstC	Document	DChl	Dv	DocCa	Address	Name of sold-to party	Sold-toLoc So
	Xđ	R	DOPI	04.07.2017	8048	ZLV	IN	900002796	PS	МО	М		DCCB_CHIKKAMAGALURU	MYSORE

Line items will be displayed in Yellow for selected customer. Click on "Collective billing doc./online"

☑ Invoice	list <u>E</u> dit	<u>G</u> oto	He <u>a</u> der	I <u>t</u> em	En <u>v</u> ironmer	nt S <u>y</u> ster	m <u>H</u> elp				
Ø [•	« 📙	🔕 🚫	👷 I 🗁 🕅	(i) 🖏 (11 I I I I I		0 🖶		
Invoid	ce List (2	ZLV) (Create:	Invoi	ice List It	tems Ov	verview				
🛎 Partne	r 🛎 Condi	tions	🛎 Output	iii Lo	og						
Payer	Payer B048 DCCB_CHIKKAMAGALURU										
Billing date	Billing date 10.07.2017										
				Net Va	lue		60.00	INR]		
				Tax am	ount		10.80				
				RListCo	nd		0.00				
				Conditi	on Tax		0.00				
				Final an	nount		70.80				
All invoice	e list items										
🕏 Item	Bill.Doc.	Sold-to	pt			Name					
1	900002796				8048	DCCB_CHI	KKAMAGAL				

Click on Save 🗟 to generate the invoice for the selected customer. An invoice number will be generated which can be noted down for reference.

Document 950001354 has been saved

System will popup Print dialogue box for printing the invoice/bill. A copy of PDF may be saved or bill may be printed as per the requirement.

4.2. FINDING BILL INVOICE NUMBER:

Tcode : VF25

List of Inv	roice Lists
DisplayVariants	Further sel.criteria Organizational data Partner function
Payer	8048
Document data	
Invoice lists from	10.06.2017 To 10.07.2017 BILL DATE
Selection criteria	🔄 List of Invoice Lists
 ○ Open invoice list ● All invoice lists 	Sales organization

List of Invoice Lists	Print	(Ctrl+P)							
g 🛓 🗧 📅 🔽 🕒									
List of Invoice Lists									
Payer 000008048 DCCB_CHIKKAMAGALURU MYSORE 10.06.2017 to 10.07.2017	Payer 000008048 DCCB_CHIKKAMAGALURU MYSORE 10.06.2017 to 10.07.2017								
Billing Doc. Item S Created by BillT	Net Curr. SOrg. DO	hl DstC SDst CGrp	Payer Name of the payer						
950001354 1 10063546 ZLV	60.00 INR DOPI PS		8048 DCCB_CHIKKAMAGALURU						

Enter the customer ID, Enter Date of Billing(VF24 date) & press Enter. Enter DOPI in sales organisation to see the list of Invoice generated for selected customer in the date range. Billing Doc. is the invoice number, which can be copied to print the copy of bill. BillT-> ZLV denotes Speed Post Billing. Billing Doc 950001354 in this case can be printed in transaction VF23.

4.3. PRINT/DISPLAY INVOICE LIST(BILL):

Tcode : VF23

¢	Invoice list Edit	<u>G</u> oto He <u>a</u> der	I <u>t</u> em En <u>v</u> iron	ment System	<u>H</u> elp				
6	<u>C</u> reate	Shift+F11	📐 😪 🔜 I 🗁	() () () () () () () () () () () () () () 🗘 🕄 🗖 🗖 🛛 🖉 🖳				
	C <u>h</u> ange	Shift+F12							
	<u>D</u> isplay		Display I	Display Invoice List					
	Dis <u>p</u> lay from arch	nive		Accounting					
	C <u>a</u> ncel								
	Edit work list for	invoice lists							
	<u>S</u> ave								
In	Release To Accou	Inting	Invoice List	95000)1354				
	Compl <u>e</u> te			_					
	Iss <u>u</u> e Output To)							
	E <u>x</u> it	Shift+F3							

Enter the Invoice number retrieved in VF25, click on Invoice list drop drown & select Issue Output To

Output output						j
output						
Message type	Name	Created on	Created at	Process.status	Transm. Med	
ZLR0	Contract Inv. List	10.07.2017	12:46:48	1	1	*
	1					×
						*
4 🕨 📑					4 1	

5. PROCESSING INCOMING PAYMENT:

T-code: F-28

Post Incomi	ing Payments	: Header Dat	ta			
Process Open Item	ns					
Document Date Posting Date Document Number Reference PsCode/BankCode Clearing text	10.07.2017 Ty 10.07.2017 Pe	rjoe DZ riod	Company Code Currency/Rate Translatn Date Cross-CC No. Part.Bus.Area		BANK CODE AS INSTRUCTED BY YOUR DIVISION/CIRCLE	
Bank Data	1					
Account Amount Bank charges Value Date Transactn Type			Bus, Area Local Croy Amnt LC Charges Profit Center Assignment		ACTUAL AMOUNT OF CQ/CASH PROFIT CENTRE OF BOOKING FACT CQ NUMBER FOR REFERENCE	
Open Item Selection	n		Additional Selection	ns	COSTOMER ID	
Account Account Type Special G/L Ind. Pmnt advice no.	D Ot	her accounts andard OIs	None Amount Document Nur Posting Date Dunning Area	nber		
Account Type Special G/L Ind. Pmnt advice no. Distribute by age Automatic search		ther accounts andard OIs	 Amount Document Nur Posting Date Dunning Area Others 	mber		

After making all the entries in the above fields, the month for which payment is made by the customer will be selected in Additional selection option available in Open Item selection section.

Generally Items can processed by selecting None, Posting date & reference only. Select desired radio button(None is selected by default) & click on **Process Open Items** button on the top to compare payment with billing on the selected customer.

- None : For processing all the current outstanding bills on the customer.
- Posting date : For processing bills based on billing date.
- Others->Reference : For processing bills based on Invoice number on the bill.

Double click on Posting Date/ Others & then select Reference & enter to filter the bills for processing. Payment can be accepted for any previous month by making custom selection in Posting date/reference. Selecting none & processing items will consider all the outstanding payments receivable from the customer.

After selecting other-> reference, following window will be displayed to enter invoice number.

Reference			
From	То	String	Initial value
0950001354			

Enter single or multiple invoice and click on **Process Open Items** button on the top to compare.

CSI BNPL MASTER GUIDE

Post Incoming Payments Process open items									
🔉 👔 Distribute Difference Charge Off Difference 🖉 Editing	🙍 📝 Distribute Difference Charge Off Difference 🖉 Editing Options 🛛 💋 Cash Disc. Due								
Standard Partial Pmt Res.Items WH Tax									
Account items 8048 DCCB_CHIKKAMAGALURU									
Document D Text	Document	P., Bu.	. Da	Purchasing	Li	Item	S	INR Gross	
9000002523 RV SL0000190041498827473	04.07.2017	01 101	3 0		1	0		70.80	
	ov 🦉 Itams 🖉 Ita	me 🥻	Disc	Disc					
			Disc	. 0.50.					
Processing Status									
Number of items	Amount entered			71.00	-6		SH A	MOUNT	
Display from item 1	Assigned	<u> </u>		70.80	_6	RILL/IN			
Reason code	Difference postings							CE AMOUNT	
Display in clearing currency	Not assigned			0.20	-	DIFFER	RENC	E AMOUNT	

In this case, Amount entered : Rs 71.00

Assigned(Billed amt) : Rs 70.80

Not assigned(Diff) : Rs 0.20(+ve)

In order to complete the process, difference amount (Rs 0.20) needs to be adjusted/charged. If "Not assigned" amount is Rs 0/-, the document can be saved \Box to clear the outstanding on the customer.

Select "Charge Off Difference" option on the top to open Line item entry screen.

Post Inco	ming Paym	ents Displ	lay Over	view	,	
🔍 Process Op	pen Items Cho	ose open items	a Display	Curren	cy Accou	unt Model 🚺 Taxes
Document Date	10.07.2017	Type	DZ	Compa	ny Code	DOPI
Document Numb	er INTERNAL	Fiscal Yr	cal Yr 2017		itn Date	10.07.2017
Reference	410/012		Cross-C			
Items in docum	ent currency			Part.DL	IS.Area	
PK BusA 001 40 1013	Amount 71.00	Tax amnt				
Г	50 if "N 40 if "N	lot assigned'' lot assigned''	is +ve is -ve			
			Long Text		CoCd	G/L Acct
			Biller clearing	g A/c	DOPI	4200030001
<u>D</u> 71.00	<u>c</u> 0.	.00			71.00	* 1 Line items
Other Line Item	15					
PKey 50 A	ccount 4200030	001	/L Ind.	ATT		New Comp.Coc

Since "Not assigned" is +0.20 in the case, Pkey is selected as 50, select Biller Clearing A/c 4200030001 & press enter to continue.

Post Incon	ning Payments	Correct G	/L accou	nt item	
🔊 🖓 🕞 🛈	Choose open items	Process Open I	tems 🛛 🔒 Mo	ore data	Account Model
G/L Account Company Code	4200030001 Biller DOPI Department	clearing A/c of Post India			
Item 2 / Credit er	ntry / 50				
Amount	0.20	INR			
Tax Code			alculate tax		
Business Place					
Fund					
Cost Center					
Funds Center	2132610000	Commi	tment Item	NC4200030	001
Burchasing Doc	[][][][][][<mark> More</mark>

Enter the difference amount, click on ^{More} to select profit center/fund centre. Simulate the transaction by selecting Document-> Simulate (In drop down).

Items in document currency					
PK BusA Acct	INR	Amount	Tax amnt		
001 40 1013 4867700111 Remitte Bank-CLg		71.00			
002 50 1013 4200030001 Biller clearing	0.20-				
003 15 1013 000008048 DCCB_CHIKKAMAGALURU		70.80-			
<u>D</u> 71.00 <u>C</u> 71.00		0.00 *	3 Line items		
Other Line Items					
PKey SG/L Ind.	ATT	N	ew Comp.Coc		

Following line items can be seen on simulation, D & C indicates Debit & Credit which matches with Rs 71.00. Save 🗟 the transaction to post the incoming payment. A document number will be generated after posting. With this method, payment can be processed for any mode, any combination & for any month. SAP also supports accepting single payment from multiple customers.

For Technical Support:

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> For Suggestions/Modifications/Corrections/Issues: ⊠ csicct.cept@indiapost.gov.in