CSI MASTER GUIDE FOR BNPL CENTRES

Table Of Contents:

1.1 BULK CUSTOMER BOOKING:

- 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.

- 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.

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→ Upload Bulk option.

- 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.

- 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.

- 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

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

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:
Tcode : ZADVANCE

-Balance summary provides balances & deductions date wise for selected month.
-Monthly statement provides consolidated credits, debits with opening & closing balances for any month.

2.3.2. Advance deposit:
Tcode : ZADVANCE_DEPOSIT

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_PRINT

Report for Advance Deposit

Document Number	4100221276
Fiscal Year	2017

○ Print Preview

⊙ Print

ZADVANCE_PRINT
Execute (F8) transaction to Print the pdf receipt.

3. Customer Contract Modification:

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 | Contracts

Contract	40000264

Fill the contract number (can be obtained from ZBNPL_NEW report or POS) press enter & select ✓ to continue.

Information

ℹ️ Consider the subsequent documents

✓ ❓

Continue (Enter)

Search
Purchase
WBS Ele

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 / ...		
Ship-To Party	6763	A M Enterprises / 138 KEB COLONY 12TH CROSS UDAYAGI / ...		
PO Number		PO date		

Sales / Item overview / Item detail / Ordering party / Reason for rejection

Description

Edit the value so that credit limit & available credit balance of BNPL customer will be changed for BNPL customers. This changes can be seen instantly in POS Webservice upon save.

All items

Item	Target Value	Curr.	Value released	Assortment module	Description	Product hierarchy
10	65,501.00	INR	56,972.00			

!!! This value should not be changed for advance customers !!!

3.2 Changing contract period for all customers:

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 en d date save the contract by clicking save or (Cntrl +S).

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

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

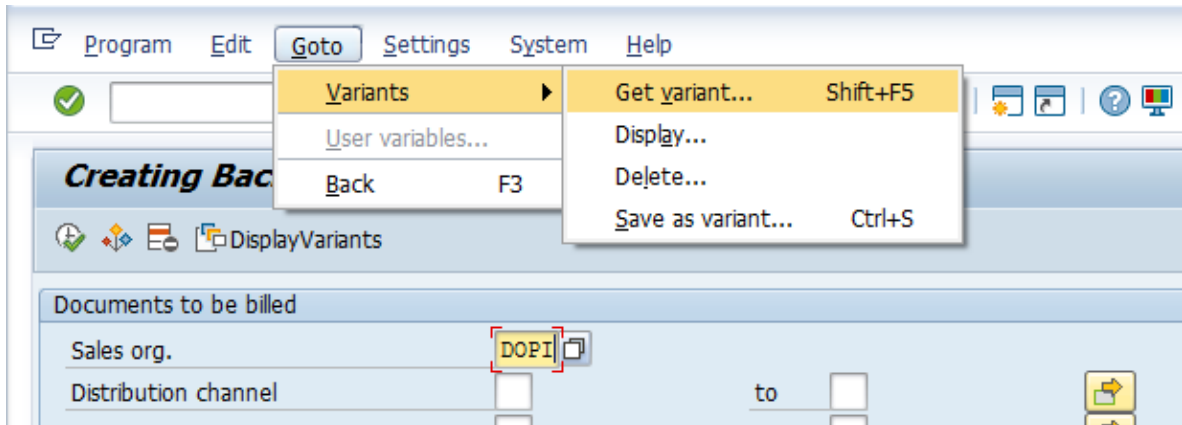Click on to open drop down & click on Additional data B option.

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

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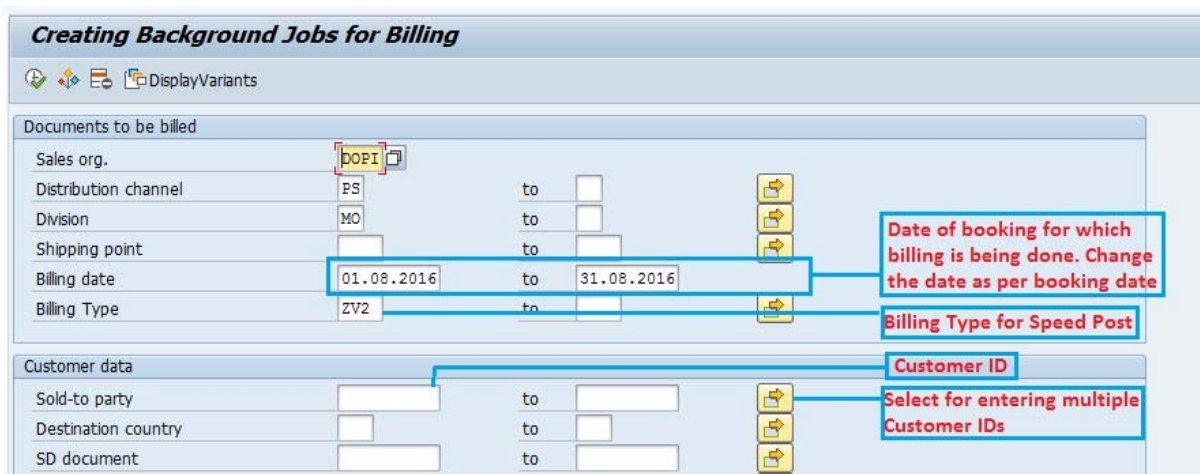Navigate to : Goto-> Variants -> Get Variants   or (Shift+F5)

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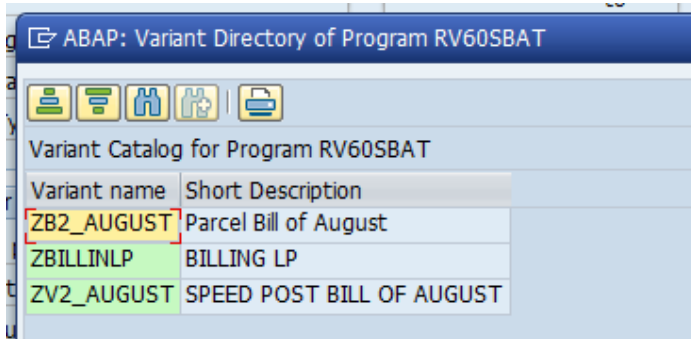
Variants are reference data which is saved for the selections to be made for the month of August 2016 billing for Speed Post (ZV2_AUGUST).

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.
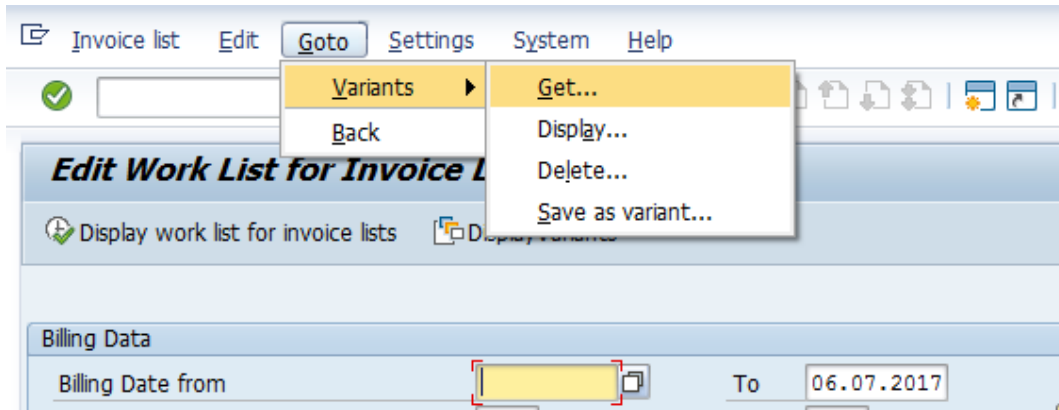
After successful execution, below screen will be displayed. Exit by pressing or F3.
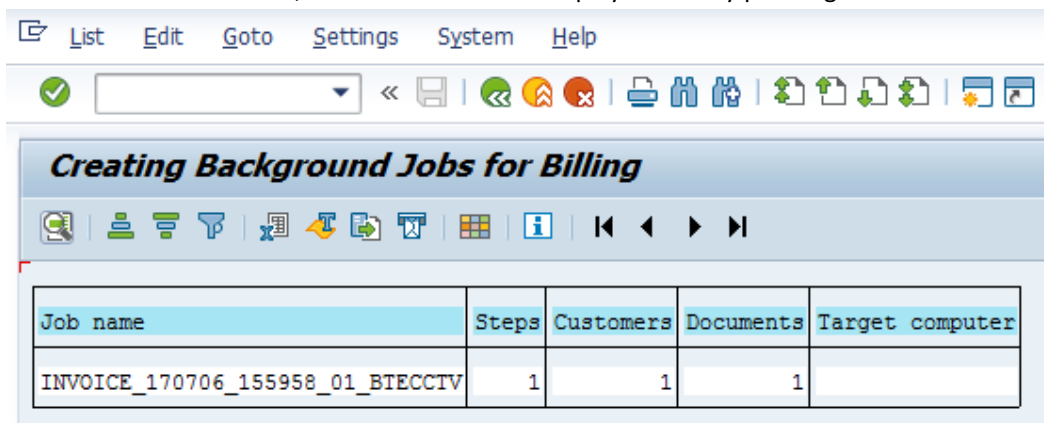
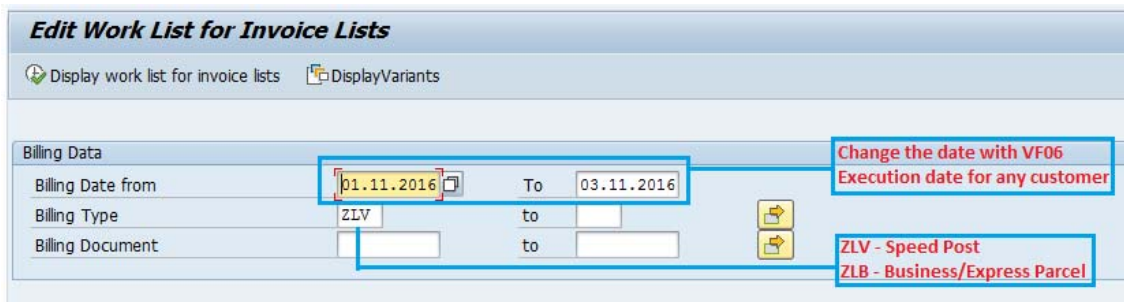**4.1.2. Editing Work List for Invoice List:**

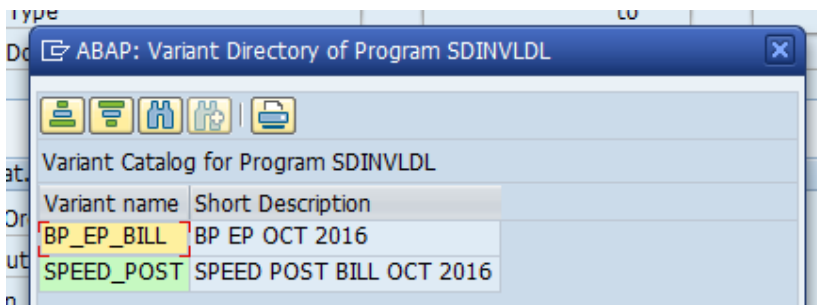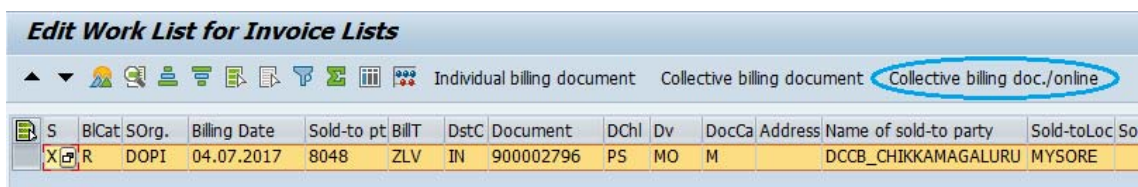**Tcode : VF24**

Navigate to Goto-variants->Get...

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

Double click on SPEED_POST variant name.

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

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

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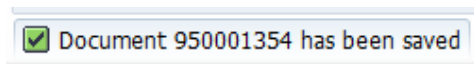
System will popup Print dialogue box for printing the invoice/bill. A copy of PDF may be saved or bill may be printed as per the requirement.

4.2. FINDING BILL INVOICE NUMBER:
Tcode : VF25

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

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

5. PROCESSING INCOMING PAYMENT:

T-code: F-28

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.

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

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 🖫 to clear the outstanding on the customer.

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

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 Incoming Payments Correct G/L account item

Choose open items   Process Open Items   More data   Account Model

| G/L Account | 4200030001 Biller clearing A/c |
| Company Code | DOPI Department of Post India |

Item 2 / Credit entry / 50

Amount	0.20	INR
Tax Code		☐ Calculate tax
Business Place	
Fund	
Cost Center	
Funds Center	2132610000	Commitment Item	NC4200030001

More

Purchasing Doc.

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 0000008048 DCCB_CHIKKAMAGALURU        70.80-

D 71.00              C 71.00                         0.00  *   3 Line items
```

Other Line Items

PKey ☐ count _____ SG/L Ind. ☐ ATT ___ New Comp.Cod ___

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.

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