

CSI SOP ON ZCGA_RECON T-CODE

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➤ ZCGA_RECON

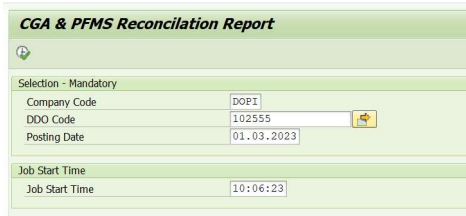
This T-code facilitates end user to get a report which shows the difference by comparing two reports ZFI_PFMS(data already pushed to PFMS) and ZFI_CASH_NEW (Data as available on current date of execution of report)

T-code	ZCGA_RECON
Role	YS:FA_REPORTS (FA Reports)

1. Execute T-code: ZCGA_RECON
2. Inputs

Company Code	DOPI
DDO code	The DDO code for which report is required
Posting date	The date for which the report is required

3. Click on execute icon to get the report.



CGA & PFMS Reconciliation Report

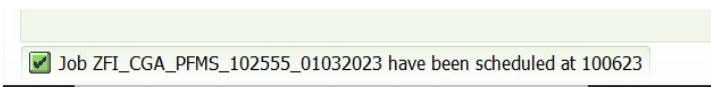
Selection - Mandatory

Company Code	DOPI
DDO Code	102555
Posting Date	01.03.2023

Job Start Time

Job Start Time	10:06:23
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4. Once the user will click on execute icon, a background job will be scheduled for the same. User will get the below message. These jobs will be in scheduled status like PFMS jobs. Based on FIFO method, the jobs will be automatically released and executed.



5. Job completion can be ascertained by using SM37 or SMX T-codes (as authorised to the user). Once the job is completed, user can check the status in ZFI_PFMS report under **Recon Status**



CGA PFMS Recon


DDO Code	102555
Posting Date	01.03.2023

Display
 Generate XML
 View Status
 Fetch unique Identifier status
 Recon Status

6. The report will be displayed. Details of the Columns in the report is described below:

Column Details in the report	Description of Columns in the report.
DDO Code	The DDO code for which the report is scheduled.
Posting Date	The date for which the report is scheduled.
CGA Description	15 digit Head Of Account
CGA receipt	The receipts data available in ZFI Cash New T-code.
PFMS receipts amount	The receipts data pushed to PFMS (which is also available in Display option of T-code ZFI PFMS).
Receipt difference amount	CGA receipt - PFMS receipts column
CGA payment	The payment data available in ZFI Cash New T-code
PFMS payment amount	The payment data pushed to PFMS (which is also available in Display option of T-code ZFI PFMS).
Payment difference amount	CGA payment - PFMS payment column

DDO Code	Posting Date	CGA Description	Receipt Amount	PFMS RECEIPT AMO	Receipt Difference A	CGA Payment	PFMS PAYMENT AM	Payment Difference A
102555	01.03.2023	002100101020000	10,833.65	10,834.00	0.35	0.00	0.00	0.00
102555	01.03.2023	002100102140000	5,696.00	5,696.00	0.00	0.00	0.00	0.00
102555	01.03.2023	002100102150000	2,898.00	2,898.00	0.00	0.00	0.00	0.00
102555	01.03.2023	002100506000000	433.35	433.00	0.35	0.00	0.00	0.00
102555	01.03.2023	003700800120000	34,787.00	400.00	35,187.00	0.00	0.00	0.00
102555	01.03.2023	007060118000000	560.00	560.00	0.00	0.00	0.00	0.00
102555	01.03.2023	120100101010100	170,372.00	170,362.00	10.00	0.00	0.00	0.00
102555	01.03.2023	120100101010700	1,060.00	400.00	660.00	0.00	0.00	0.00
102555	01.03.2023	120100101020100	67,511.00	67,511.00	0.00	0.00	0.00	0.00
102555	01.03.2023	120100101030100	3,102.60	3,103.00	0.40	0.00	0.00	0.00
102555	01.03.2023	120100101100100	4,910.00	4,910.00	0.00	0.00	0.00	0.00
102555	01.03.2023	120100101101200	2,196.00	2,196.00	0.00	0.00	0.00	0.00
102555	01.03.2023	120100101110100	500.00	500.00	0.00	0.00	0.00	0.00
102555	01.03.2023	120100101110300	4,561.00	4,561.00	0.00	0.00	0.00	0.00
102555	01.03.2023	120100101160300	12,365.00	12,365.00	0.00	0.00	0.00	0.00
102555	01.03.2023	120100101200100	300.00	300.00	0.00	0.00	0.00	0.00
102555	01.03.2023	120100101230100	72,646.50	72,647.00	0.50	0.00	0.00	0.00

7. There is an additional button that  will give the line items Details for the report. This button will be activated in 2 Conditions
- CGA Data already sent to PFMS
 - There should be mismatch between the CGA report Data and Data already sent to PFMS

User can click on this button and the CGA report will be executed automatically. Once the report is executed the output will be shown and user can click on required HOA to check the line item details

Description	Description	Receipt	Payment
Opening Balance		13,689,351.43	0.00
002100101020000		10,833.65	0.00
002100102140000		5,696.00	0.00
002100102150000		2,898.00	0.00
002100506000000		433.35	0.00
003700800120000		34,787.00	0.00
007060118000000		560.00	0.00
120100101010100		170,394.00	0.00
120100101010700		1,060.00	0.00

8. Document details will be displayed in the report.

DDO Code	GL	Profit Center	Fiscal Year	Document Number	D/C Indicator	Amount	Document Type
003700800120000	8003700020	2111915100	2022	2906623492	H	6,308.00	KZ
003700800120000		2111915100	2022	2906623493	H	642.00	KZ
003700800120000		2111915100	2022	2906623493	H	761.00	KZ
003700800120000		2111915100	2022	2906623493	H	761.00	KZ
003700800120000		2111915100	2022	2906623493	H	761.00	KZ
003700800120000		2112010000	2022	2906855165		13,519.00	KZ
003700800120000		2111915500	2022	2906968312		2,985.00	KZ
003700800120000		2111915500	2022	2906964123		3,411.00	KZ
003700800120000		2111915500	2022	2906964803		2,132.00	KZ
003700800120000		2111915500	2022	2906964803		2,401.00	KZ
003700800120000		2111915500	2022	2906965697		745.00	KZ
003700800120000		2111915100	2022	1506708478	S	100.00	SA
003700800120000		2111915100	2022	1506708478	S	100.00	SA
003700800120000		2111915100	2022	1506708478	S	100.00	SA

Note: As the data is already posted in PFMS system for a particular posting date, for any updates DoP user needs to manually post the TE in PFMS for missing amount as per defined process so that CSI and e-lekha are in sync for the particular posting date.

➤ Document types to be used for proper reflection of accounts to PFMS

Document types for Manual voucher Postings

➤ Below Document types to be used for manual voucher posting.

Document Type	Description	Purpose
SA	G/L Account Document	For Gl to Gl transaction or any adjustment entry
SK	Cash Document	For cash payment transaction
DR	Customer Invoice	For posting liability on customer
DZ	Customer Payment	Payment of Invoices created through DR document types will be made through document type DZ and if workflow for cheque is processed then document type will be taken automatically
KR	Vendor Invoice	For posting invoice on Vendor
KZ	Vendor Payment	Payment of Invoices created through KR document types will be made through document type KZ and if workflow for cheque is processed then document type will be taken automatically
PL	Postal Life Ins.	All PLI Transactions will be posted through PL document type. If any liability needs to be created in the name of PLI Customer it will create with PL Document type and only for manual payment DZ Document type will be used
PB	Postal Banking	All PBS Transactions will be posted through PB document type. If any liability needs to be created in the name of POSB customer it will create with PB Document type and only for manual payment DZ Document type will be used
AA	Asset Posting	Asset posting is on vendor account .payment to be done using KZ document type

Document types not to be used for manual voucher posting

➤ Below Document types **not to be** used for manual voucher posting.

Document Type	Description	Purpose
AB	Accounting Document	
RS	Reversal Doc	
SB	G/L Account Posting	
SU	Adjustment Document	
RV	Billing Doc. Transfer	This will be used for posting billing transactions from POS to SAP
AB	Accounting Document	
AF	Depreciation Pstngs	
AN	Net Asset Posting	

BA	Biller Cust Document	This is used for biller customer liability creation when payment is to be done from CSI office
BL	Biller Invoice	This is used for biller customer liability creation when payment is to be done from CSI office
BV	Biller Billing Doc	
BZ	Biller Cust Payment	
HR	HR Posting	Automatically for payroll postings
GD	GDS Substitute	Automatically for payroll postings to GDS
DG	Customer Credit Memo	Automatically posted in case of DZ reversal
KG	Vendor Credit Memo	Automatically posted in case of KZ reversal
RE	Invoice - Gross	Posting of Invoice from Purchase Order through MIRO
WE	Goods Receipt	Posting of Goods Receipt from Purchase Order through MIGO
WL	Goods Issue/Delivery	Posting of Post Goods Issue(PGI) after sale order creation in case of sale of inventory items
ZK	Cash Document	Payment of HR payroll payment postings

Document types for Automatic Workflow Process only and not to be used for manual voucher postings.

➤ Below document type not to be used in Manual voucher postings.

Document Type	Description	Purpose
BR	Remittance to Bank	For posting entry when Cash is remitted to bank
CR	Cash Request	For posting entry when Cash is requested /sent from one office to other
DB	Drawing from Bank	For posting entry when Cash is drawn from bank
RC	Remittance Cheque	For HO to SO Cheque workflow. Entry is between RSAO and Cheque in Transit

➤ **Other important points**

1. The FAGLL03/Trial Balance is accrual based whereas the data to be pushed to PFMS is cash based report.
2. The BNPL bills raised will be available in GL report but will be picked to CGA report only on the date of settlement of bill in CSI.
3. The advance customers' revenue will be available in GL reports on booking dates but revenue will be picked only on the date of settlement in CSI.
4. The expense will reflect on the date of cheque acknowledgment by cheque requesting office through cheque workflow process when liability is raised at one office and payment at another office.
5. Correct flow of all data to CSI from other modules like POS, CBS, CSC, IPPB etc to be confirmed.
6. In case of any issue noticed, the same may be escalated immediately to below referred mail IDs along with service desk ticket number and follow up till resolution of issue.

Sl No	Issue	Email IDs to be referred
1	Non-flow of data from POS to SAP,	PoS.cept@indiapost.gov.in TCSDOP.POS@tcs.com
2	Non-generation of clearing document due to RV-DZ mismatch, Issues in RV document creation	salesndist.cept@indiapost.gov.in tcsdop.sapsd@tcs.com
3	Non-flow of data from CBS to SAP	cbs-cept@indiapost.gov.in helpdesk.cbs@IndiaPost.gov.in
4	Non-flow of data from IPPB to SAP	anshika.p@ippbonline.in panishree.b@ippbonline.in nodalofficeippbdelhi@indiapost.gov.in
5	Non-flow of data from CSC to SAP	shiv.sharma@csc.gov.in vishal.agarwal@csc.gov.in srpmsmho-dl@indiapost.gov.in cscnodalofficesmho.dl@indiapost.gov.in
6	Non-flow of data from HR	hrms.cept@indiapost.gov.in tcsdop.saphr@tcs.com CSIHR.Payroll@tcs.com
7	Discrepancy in CGA report due to technical glitch	finandacc.cept@indiapost.gov.in tcsdop.sapfico@tcs.com
8	Issue in document generation in delivery module	dpms.cept@indiapost.gov.in tcs.dopdpms@tcs.com

9	Issue in cash workflow	finandacc.cept@indiapost.gov.in tcsdop.sapfico@tcs.com
10	Issue in cheque workflow	finandacc.cept@indiapost.gov.in tcsdop.sapfico@tcs.com
11	Issue in Budget module	finandacc.cept@indiapost.gov.in tcsdop.sapfico@tcs.com
12	TE not balanced issue	finandacc.cept@indiapost.gov.in tcsdop.sapfico@tcs.com
13	Issue in procurement module	finandacc.cept@indiapost.gov.in tcsdop.sapmm@tcs.com