CSI Overview & Introduction of different T-Codes

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Features of CSI

- Centralized network – integrated operations for transactions.
- HO-SO-BO accounting network removed – each office is independent.
- Online monitoring of office transactions possible from DO/RO/CO/DAP/Directorate.
- MIS of transactions available – known as Business Intelligence Reports.
- SSO (single sign on) – ensures access to various applications through one login
- CRM – Customer relations management system (creation of new customers and administering) including creation and administration of customer contracts
- Inventory procurement and supply system
- Budget management

Features of CSI

- Identification of all DOP entities as Cost Centre, Profit Centre and Fund Centre
- Each employee assigned to a particular cost centre
- When a transaction is an expenditure, the PO will accept the transaction for Cost Centre
- When a transaction is Income , it will be accepted for Profit Centre
- Automation of document creation
- Introduction of Accrual Accounting
- Previous 15 Digits Account Heads have been replaced by 10 Digit GL Codes in CSI for every activity

Features of CSI

- CSI provides centralized user management. Every employee carries an employee ID.
- Every PO has a facility ID and every post, a Post ID
- Centralized & consolidates data and provides various reports instantly
- Audits access and transaction details for preventive vigilance and security tracking
- Employee information and transactions – Employee can get personal data and apply for leave/advances through ESS (employee self service) portal
- Supports for issues through Service desk management system

Accrual System of Accounting

- Till now , we were following Cash Based Accounting. Revenue is recognised when it is Received. So , in case of BNPL , Revenue is recognised when it is actually received. Expenditure is recognised at the time of actual expenditure.
- However , in Accrual System of Accounting , Revenue or Expenditure is recognised when it is accrued. For example, BNPL income is recognised when the Service is provided.
- Double Entry System – Debit and Credit

Challenges in new application

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- Double entry accounting system not understood by most of the staff – resulting in incorrect accounting
- Mccamish is still not integrated – Voucher posting being done to incorporate transactions
- Network instability affects performance – Transactions could not be performed on many days due to network failure, Current bandwidth is also an issue.
- Certain defects in the applications affecting operations– being resolved in consultation with TCS

Changes in CSI impacting inspection

- Relation between HO, SO and BO do not exist for accounting purpose.
- Post offices are identified with facility ID for general use, with profit centre ID for cash transactions, cost centre ID for posting expenses and fund centre ID for budget transactions.
- Stamp balance does not form part of the balance of an office. It is categorized as inventory till sale occurs.
- Remittances in transit are not held as part of the balance of remitting office.
- EOD is prescribed for POS and every postman in DPMS; there is no EOD for F&A.
- Transactions can be corrected at any time before the close of the period.
- POS is offline and syncs with central server at an interval of 4 minutes.
- Other modules are online

Double Entry system of book keeping.

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Personal Account	Real Account	Nominal Account
• Debit the receiver. • Credit the giver.	• Debit what comes in. • Credit what goes out.	• Debit all expenses and losses. • Credit all income and gains.

Sl No	Scenario	Dr/Cr	GL	GL Description	Amount
1	Payment of office expenses	Dr	3*********	Office Expenses	1000
		Cr	4867100010	DOP Cash	1000
2	SB Deposit in cash	Dr	4867100011	POS Cash	5000
		Cr	8*********	SB Deposit	5000
3	Cash transfer from counter to treasury	Dr	4867100010	DOP Cash	5000
		Cr	4867100011	POS Cash	5000
4	Cash sent from HO to SO	Dr	4867100010	DOP Cash (SO)	1,00,000
		Cr	4867100010	DOP Cash (HO)	1,00,000
5	Advance deposit by contractual customer	Dr	4867100010	DOP/POS Cash	5,00,000
		Cr	**********	Customer ID	5,00,000
	Article booked by the same customer	Dr	**********	Customer ID	50,000
		Cr	1**********	Revenue Account	50,000
6	Article booked by the BNPL customer	Dr	**********	Customer ID	1,00,000
		Cr	1**********	Revenue Account	1,00,000
	Cash deposited by BNPL customer	Dr	4867100010	DOP Cash	1,00,000
		Cr	**********	Customer ID	1,00,000

Salient Features of CSI

- Facility ID- Each and every office is identified as a facility and will have a 13 digit Facility ID. It is an alphanumeric number.
- If Facility ID Prefixed with DV it is Division, Prefixed with HO it is HO, Prefixed with PO it is SO, Prefixed with BO It is BO.

Facility Description	Facility ID
UP Circle	CR30000000000
Agra Region	RN30100000000
Agra Division	DV30101000000
Agra HO	HO30101200000
SO	PO3010
BO	BO3010

Salient Features of CSI

Profit/Cost/Fund Centre:

In CSI environment, the Post Office is classified in to three type of Centres-

- **Profit Centre: Any income received in the office will be reflected in profit center**
- **Cost Centre: Any expenditure incurred in the office will be reflected in cost center**
- **Fund Centre: The office which estimates the budget.**

Note: Profit center & Cost center are one and the same for the Post Office. If the PO earns revenue then it is Profit Centre and if it incurs expenditure then it is Cost Centre.

Unique ID assigned to Post Office with 10 digits:

For example – Agra HO - Profit/Cost Center ID is 30-1-19-2-00-00 - **3011920000**

30	–	Circle code-UP Circle
1	–	Region-Agra Region
19	–	Divisional Office-Agra Divison
2	–	Head Post office-Agra HO
00	–	Sub Post office- Name of SO
00	–	Branch office -Name of the BO

Salient Features of CSI

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PERIODS

- The months in the financial year April to March are numbered as 1 to 12

April - 1
May - 2
June - 3
July - 4
August - 5
Sept - 6
October - 7
Nov - 8
Dec - 9
Jan - 10
Feb - 11
March - 12

Salient Features of CSI

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❖ ***For movement of Stock :***

HO will be called as Plant, Treasurer (TR01),Counters (CS01) will be a storage location, SO/BO will be a storage

❖ ***General Ledger (GL) Code:-***

The existing head of accounts is replaced with 10 digit SAP GL Code.

GL Accounts	GL Starts with
Revenue Accounts	1*
Expense Accounts	3*
Cash/Bank Accounts	4*
Assets Accounts	5*
Schemes Accounts (Receipt Side)	8*
Schemes Accounts (Payment Side)	4*

Salient Features of CSI

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Document Types (Mostly Used)

	Description	Doc Type	Description
SA	G/L Account Document (for G/L to G/L Posting)	**SK**	Cash Document
KA	Vendor Document	**KG**	Vendor Credit Memo
KR	Vendor Invoice	**KZ**	Vendor Payment
AB	Clearing/Reversal Entries	**DA**	Customer Document
DG	Customer Credit Memo	**DR**	Customer Invoice
DZ	Customer Payment	**CR**	Cash Request
DB	Drawing from Bank	**BR**	Remittance to Bank
PB	Postal Bank (Finacle Transactions)	**PL**	Postal Life Insurance (McCamish Transactions)

Salient Features of CSI

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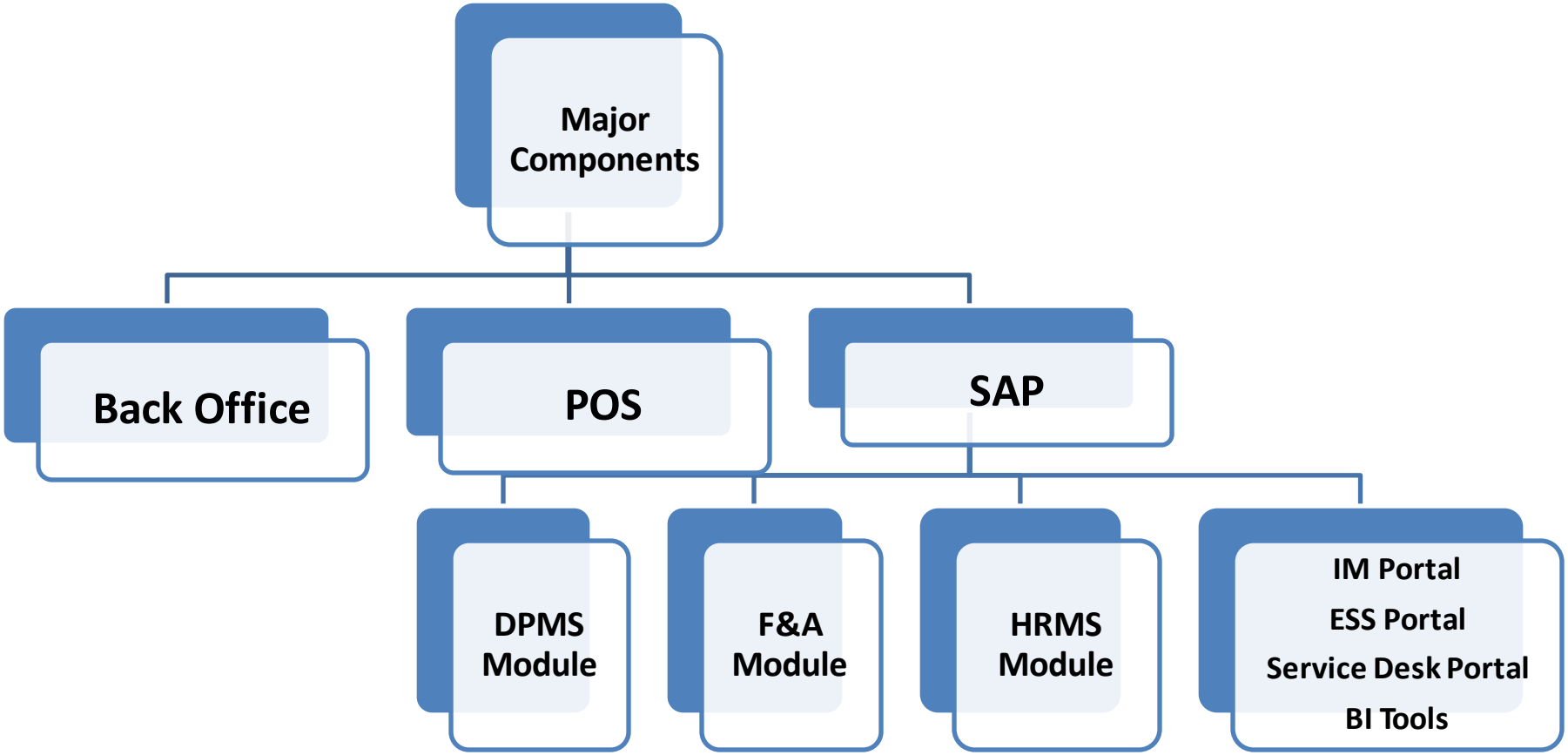
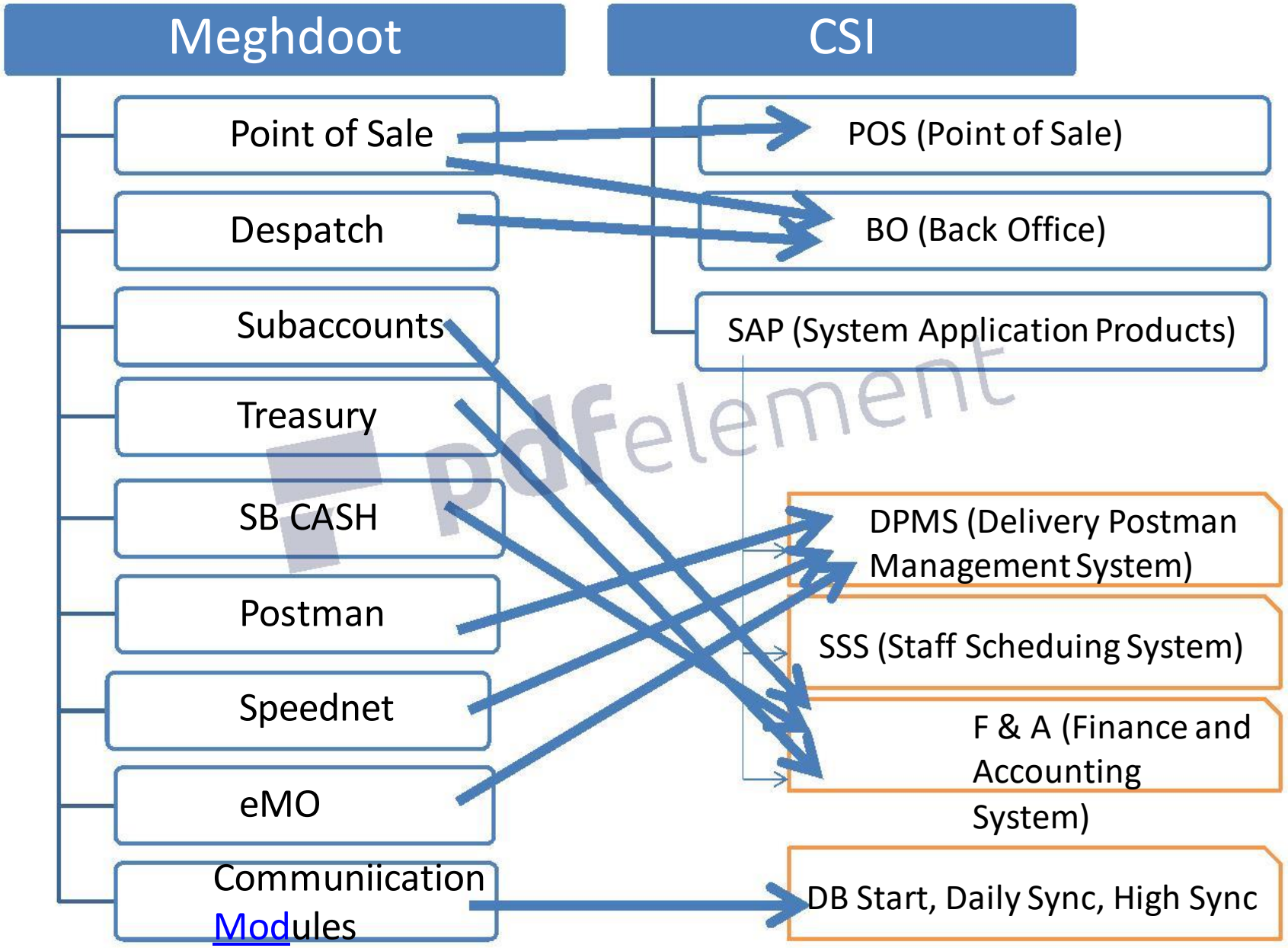
Posting Keys

P Key	Description	P Key	Description
40	Debit Entry	**50**	Credit Entry
25	Vendor Debit	**31**	Vendor Credit
1	Customer Debit	**11**	Customer Credit
70	Asset Debit	**75**	Asset Credit
38	Credit Memo		

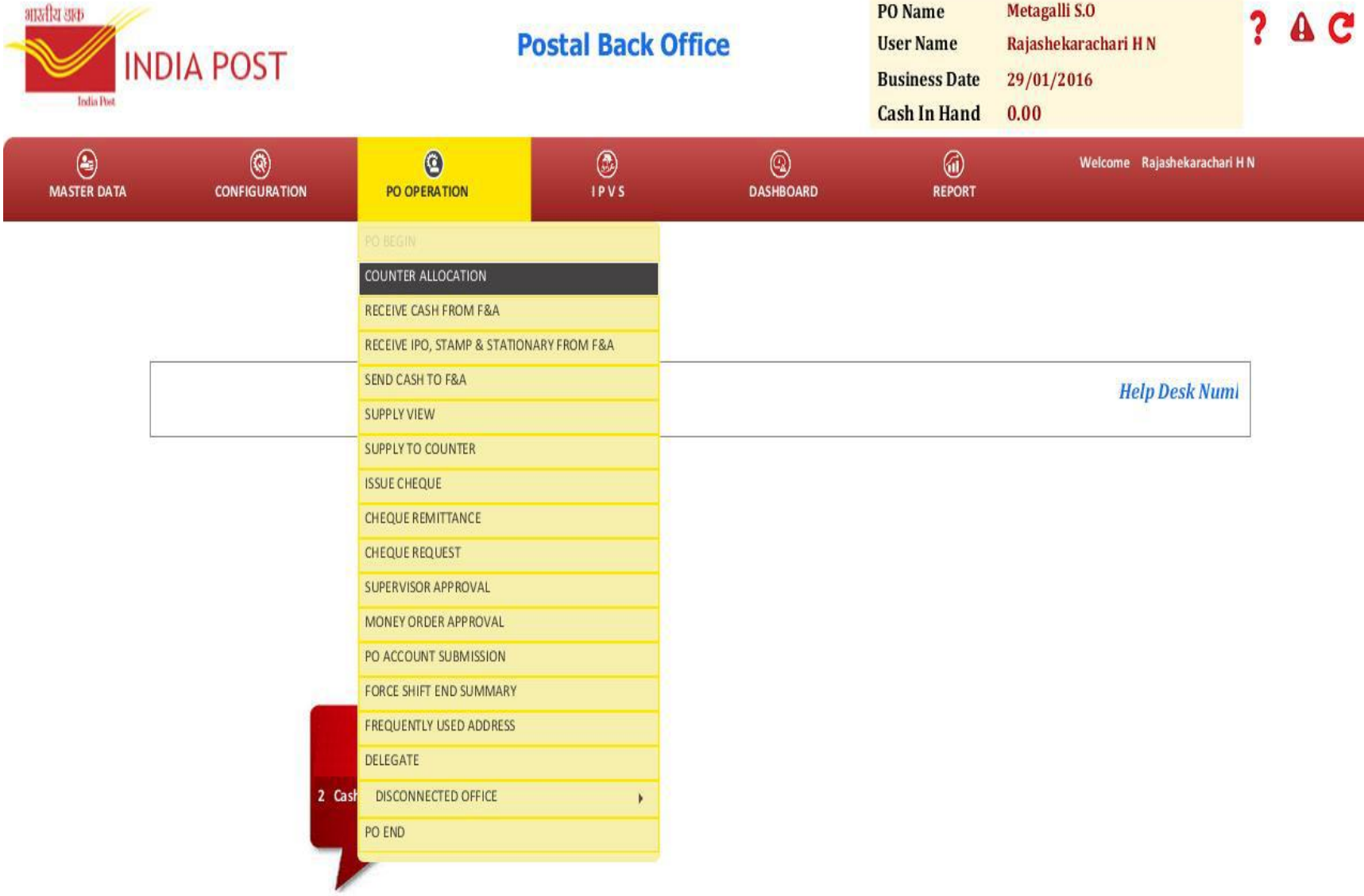
Salient Features of CSI




Meghdoot
CSI
Point of Sale
Despatch
Subaccounts
Treasury
SB CASH
Postman
Speednet
eMO
Communiication Modules
POS (Point of Sale)
BO (Back Office)
SAP (System Application Products)
DPMS (Delivery Postman Management System)
SSS (Staff Scheduing System)
F & A (Finance and Accounting System)
DB Start, Daily Sync, High Sync

Back Office Dashboard

- All the operations performed by the supervisor role in all Meghdooth modules is consolidated and performed in one single module called Back office in CSI.
- Back office module plays a major role for Supervisors and treasurers.
- For supervisors- counter assignment, verification and account submission.
- For Treasurers- cash allocation to counters and inventory movement.
- Another major role in back office is IPVS(India Post Visibility System)- which includes despatch of counter booking and return articles.
- All kinds of operational reports for any date can be generated.


INDIA POST
India Post
Postal Back Office
PO Name Metagalli S.O
User Name Rajashekarachari H N
Business Date 29/01/2016
Cash In Hand 0.00
MASTER DATA
CONFIGURATION
PO OPERATION
IPVS
DASHBOARD
REPORT
Welcome Rajashekarachari H N
PO BEGIN
COUNTER ALLOCATION
RECEIVE CASH FROM F&A
RECEIVE IPO, STAMP & STATIONARY FROM F&A
SEND CASH TO F&A
SUPPLY VIEW
SUPPLY TO COUNTER
ISSUE CHEQUE
CHEQUE REMITTANCE
CHEQUE REQUEST
SUPERVISOR APPROVAL
MONEY ORDER APPROVAL
PO ACCOUNT SUBMISSION
FORCE SHIFT END SUMMARY
FREQUENTLY USED ADDRESS
DELEGATE
DISCONNECTED OFFICE
PO END
Help Desk Numi
2 Cash
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Synchronization

There are two types of communication with central server

1. High Sync: All transactional data and data related to passwords are exchanged once in every 4 minutes.
2. Daily Sync: One time in a day. Inventory data, schedule data, license data, master etc are exchanged between server and local system

SYNCHRONIZATIONS DASHBOARD

https://digitization.indiapost.gov.in/OnlineDashboard

POS Dashboard

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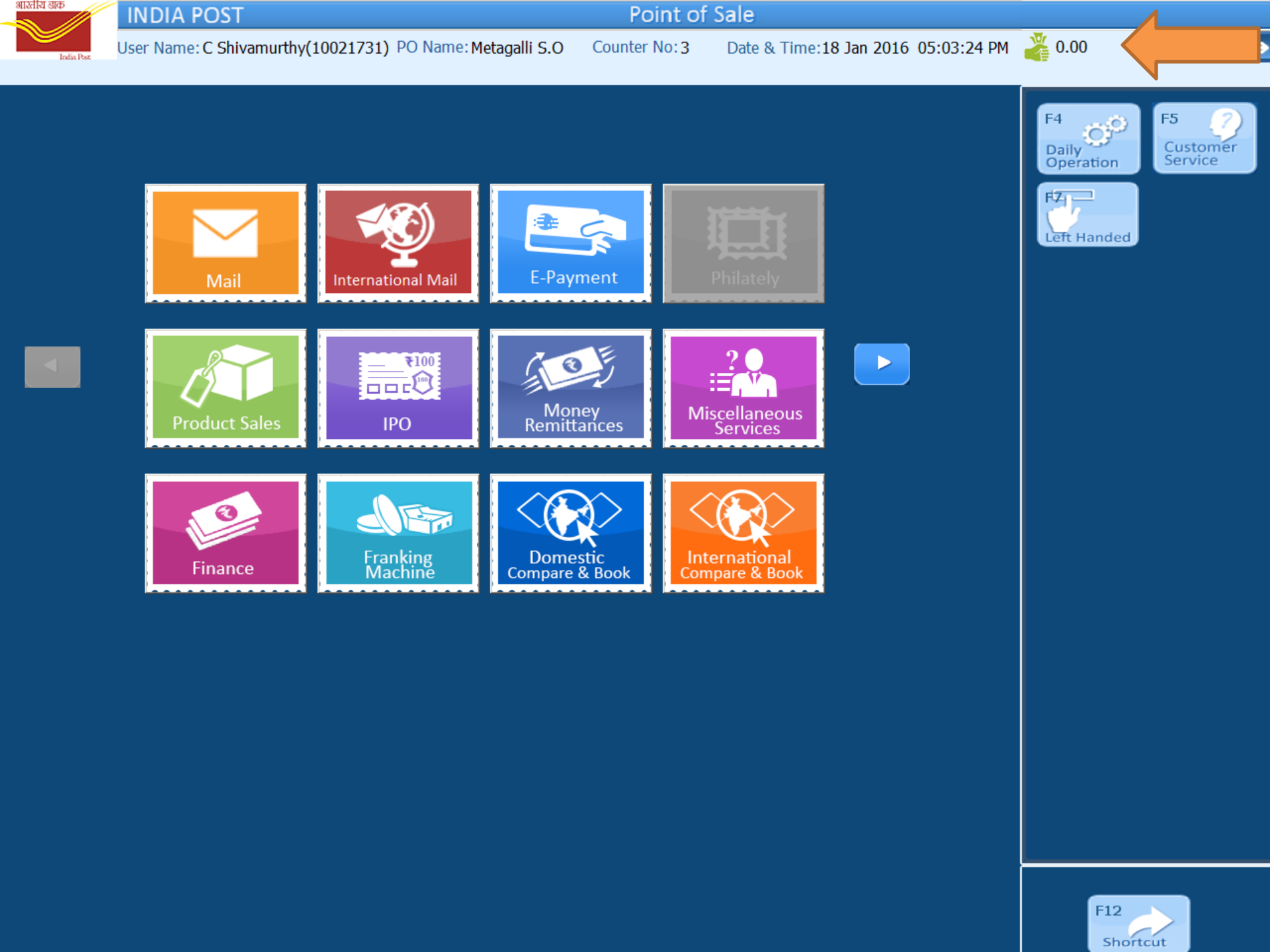
- Similar to Meghdooth Point of Sale Module.
- Offline application for booking transactions.
- Synchronize with central server every 4 mins.
- Common platform for all types of counter transactions including POSB Finacle and PLI macamish. (online mode)
- Miscellaneous transactions like franking machine , Epost , Philately, Postbox renewal are included in POS.


INDIA POST
Point of Sale
User Name: C Shivamurthy(10021731) PO Name: Metagalli S.O Counter No: 3 Date & Time: 18 Jan 2016 05:03:24 PM 0.00
F4 Daily Operation
F5 Customer Service
F7 Left Handed
Mail
International Mail
E-Payment
Philately
Product Sales
IPO
Money Remittances
Miscellaneous Services
Finance
Franking Machine
Domestic Compare & Book
International Compare & Book
F12 Shortcut

HRMS Module

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- Manages employee leave transactions
- Manages employee payroll and related payments
- Manages employee service related transactions
- Master Data maintenance, updating events like nomination, change of family particulars etc.,
- Manages transactions like promotion, transfer etc.,
- Facilitates establishment review and includes vigilance module

IM Portal

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Identity Management Portal is an Portal used to Manage the Roles and Password of employees in Department of Posts. **Identity management provides an integrated method of managing users and their access to applications, including:**

- Provisioning and de-provisioning
- Assignment of privileges through roles
- Password Management
- Self-service options such that users can manage their own accounts

Open Self-Service Portal (Identity Management) URL

a. Type the URL http://im.indiapost.gov.in/identity in browser.

b. Login with Employee ID and default password conveyed to user

IM Portal

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General Users:

- 1. Password Management.
- 2. Forgotten Password
- 3. Set and Change Security Question and answers

Role Delegation Authority:

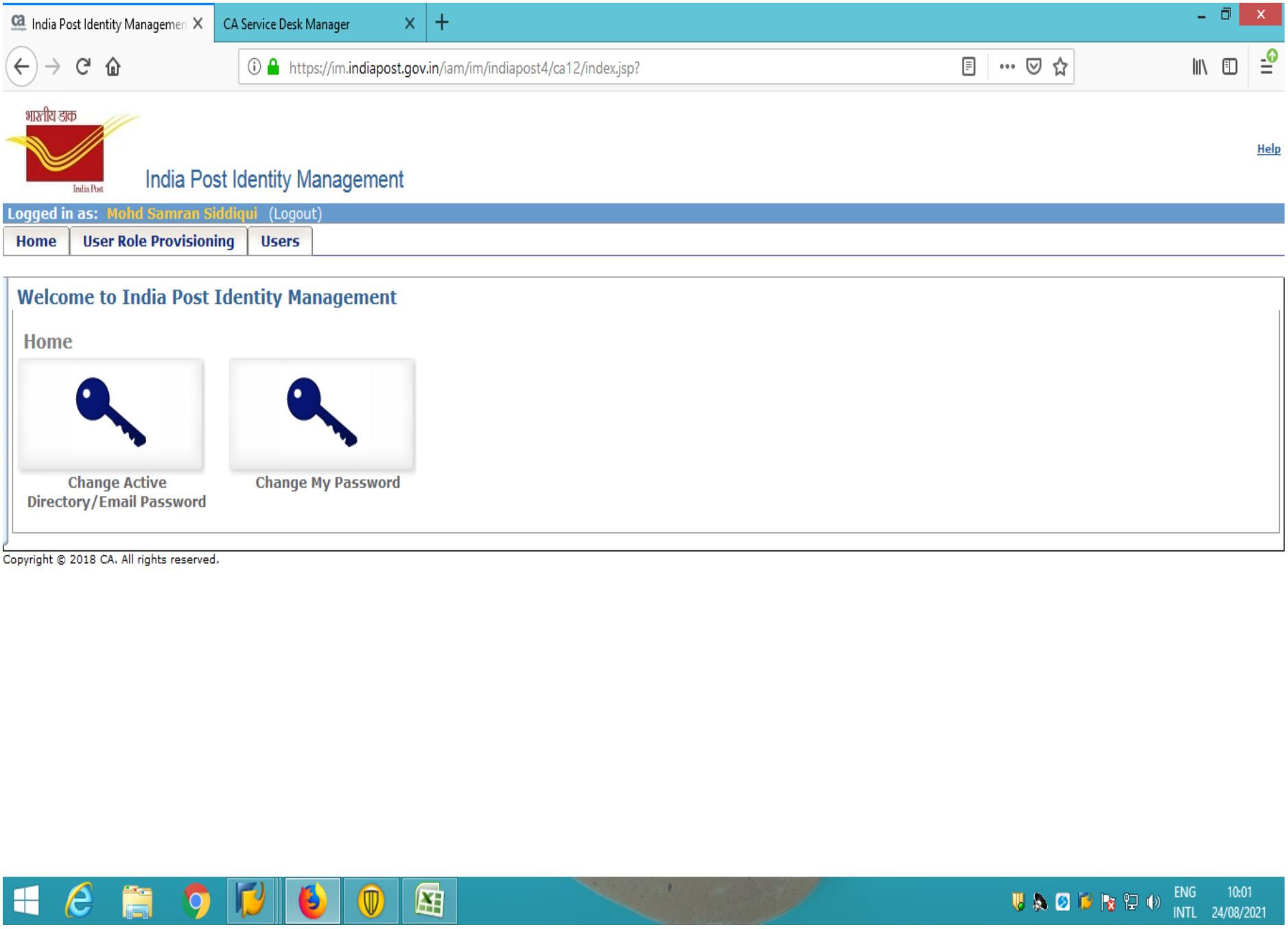
- 1. Additional Facility Access
- 2. Additional Facility Hierarchy Access
- 3. Additional Facility Above Hierarchy Access
- 4. POS Role Assignment
- 5. SAP Role Assignment
- 6. Reset User Password
- 7. Unlock User Accounts
- 8. Enable User
- 9. De-Provisioning/Disable User

IM Portal

Procedure to change CSI user Id Password in IM Portal India Post
Follow the below procedure step by step to change CSI Password in IM Portal.

First, open IM portal India Post in Sify network

- IM portal link: https://im.indiapost.gov.in/identity/ (This link only opens in Sify network of post offices)
- Enter your current CSI user Id and Password to log in.
- Click on Change SSO password.
- Type new password in set new password column.
- Type the same password in confirms password column.
- Click on the submit button.
- Wait for 30-35 minute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CA Service Desk Manager
https://im.indiapost.gov.in/iam/im/indiapost4/ca12/index.jsp?
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India Post
India Post Identity Management
Help
Logged in as: Mohd Samran Siddiqui (Logout)
Home
User Role Provisioning
Users
Welcome to India Post Identity Management
Home
Change Active Directory/Email Password
Change My Password
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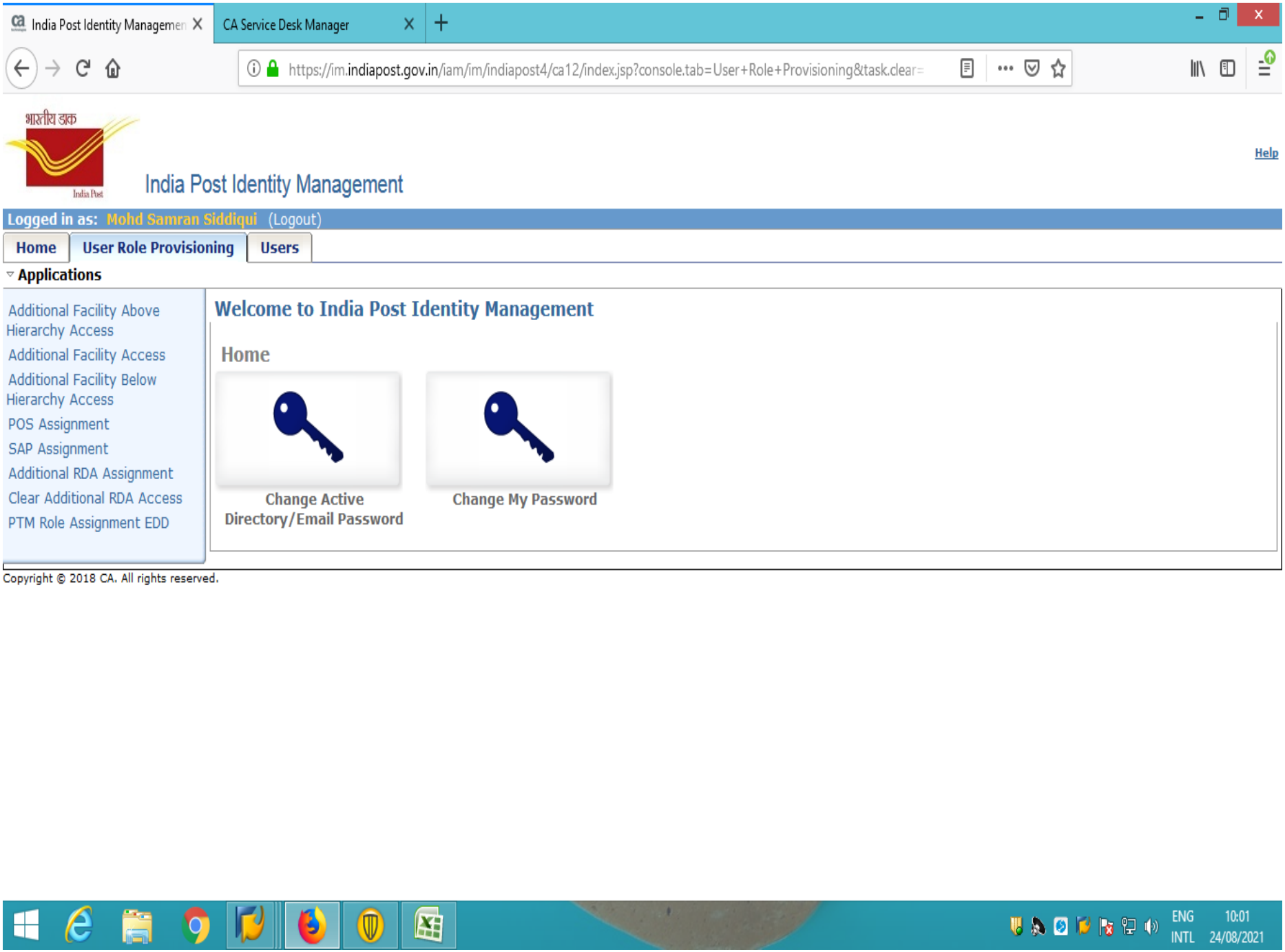
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India Post
India Post Identity Management
Help
Logged in as: Mohd Samran Siddiqui (Logout)
Home
User Role Provisioning
Users
Applications
Additional Facility Above Hierarchy Access
Additional Facility Access
Additional Facility Below Hierarchy Access
POS Assignment
SAP Assignment
Additional RDA Assignment
Clear Additional RDA Access
PTM Role Assignment EDD
Welcome to India Post Identity Management
Home
Change Active Directory/Email Password
Change My Password
Copyright © 2018 CA. All rights reserved.
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India Post Identity Managemen | CA Service Desk Manager

https://im.indiapost.gov.in/iam/im/indiapost4/ca12/index.jsp?console.tab=Users&task.clear=1#

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India Post

India Post Identity Management

Help

Logged in as: Mohd Samran Siddiqui (Logout)

Home | User Role Provisioning | Users

Tasks

- Manage Users
  - Enable User
  - Reset User Password
  - Unlock User Accounts

Welcome to India Post Identity Management

Home

Change Active Directory/Email Password

Change My Password

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ESS Portal

- All employee related information available in portal
- Leave can be applied and status followed – No need for paper based application
- Similarly all types of payments (GPF, RTF, TA etc.,) can be applied for
- Service book can be downloaded
- Monthly pay slips and GPF balances are available for viewing
- Employee can perform various transactions like uploading documents, request for retirement, transfer and training

- https://sapep.indiapost.gov.in/irj/portal

Employee Self Service

Search

In this area,You can search Employee,Post Office,Expert Directory and Cost Center Details

Leave Management

In this area, you can use services to record your work

Employee Payments

In this area,You can access Salary Statement, IT Declarations,Claims, Advances, Loans,Form16, GPF/NPS Statements.

Personal Information

In this area, you can use services to maintain and display your personal data.

APAR Process

You can maintain your APAR Documents

Recruitment

You can view your Profile, Apply for Departmental Examinations and View the Recruitment Calendar.

Learner

Learner

Most Frequently Used

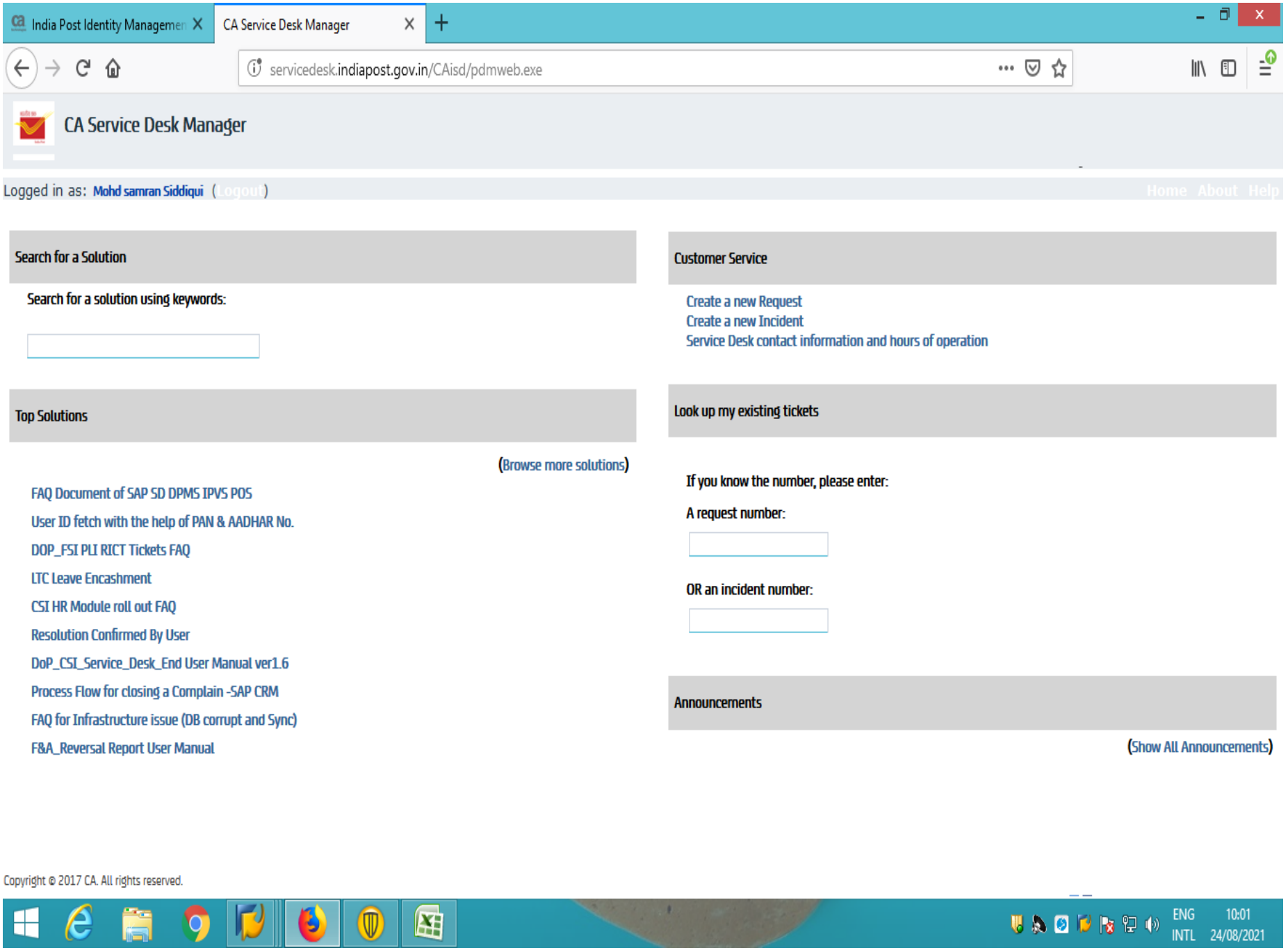
- Salary Statement
- Leave Overview
- Employee Pay Fixation Memo
- Apply Leave
- View Leave Account Balances
- APAR Documents
- My Service Book
- View Contract Elements(Probation/Notice Period) Details
- Employee HR Query Application
- View Personal Identification Details
- View Gradation List
- Update Employee Data
- Upload Joining/ Other documents
- Form 16
- Leave Encashment
- Asset Declaration
- Maintain Communication Details
- Advance
- Personal Payments
- Restricted Holidays List

Service Desk Portal

DOP Service desk application enables the DOP employees to login with the CSI credentials to raise tickets. Tickets can be raised in the different areas like – CSI,FSI,NI,RSI,RH,RICT etc

URL:http://servicedesk.indiapost.gov.in/CAisd/pdmweb.exe

- New Request - Operational Issue
- New Incident - Application Issue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CA Service Desk Manager
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CA Service Desk Manager
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Home About Help
Search for a Solution
Search for a solution using keywords:
Top Solutions
(Browse more solutions)
FAQ Document of SAP SD DPMS IPVS POS
User ID fetch with the help of PAN & AADHAR No.
DOP_FSI PLI RICT Tickets FAQ
LTC Leave Encashment
CSI HR Module roll out FAQ
Resolution Confirmed By User
DoP_CSI_Service_Desk_End User Manual ver1.6
Process Flow for closing a Complain -SAP CRM
FAQ for Infrastructure issue (DB corrupt and Sync)
F&A_Reversal Report User Manual
Customer Service
Create a new Request
Create a new Incident
Service Desk contact information and hours of operation
Look up my existing tickets
If you know the number, please enter:
A request number:
OR an incident number:
Announcements
(Show All Announcements)
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BI Reports

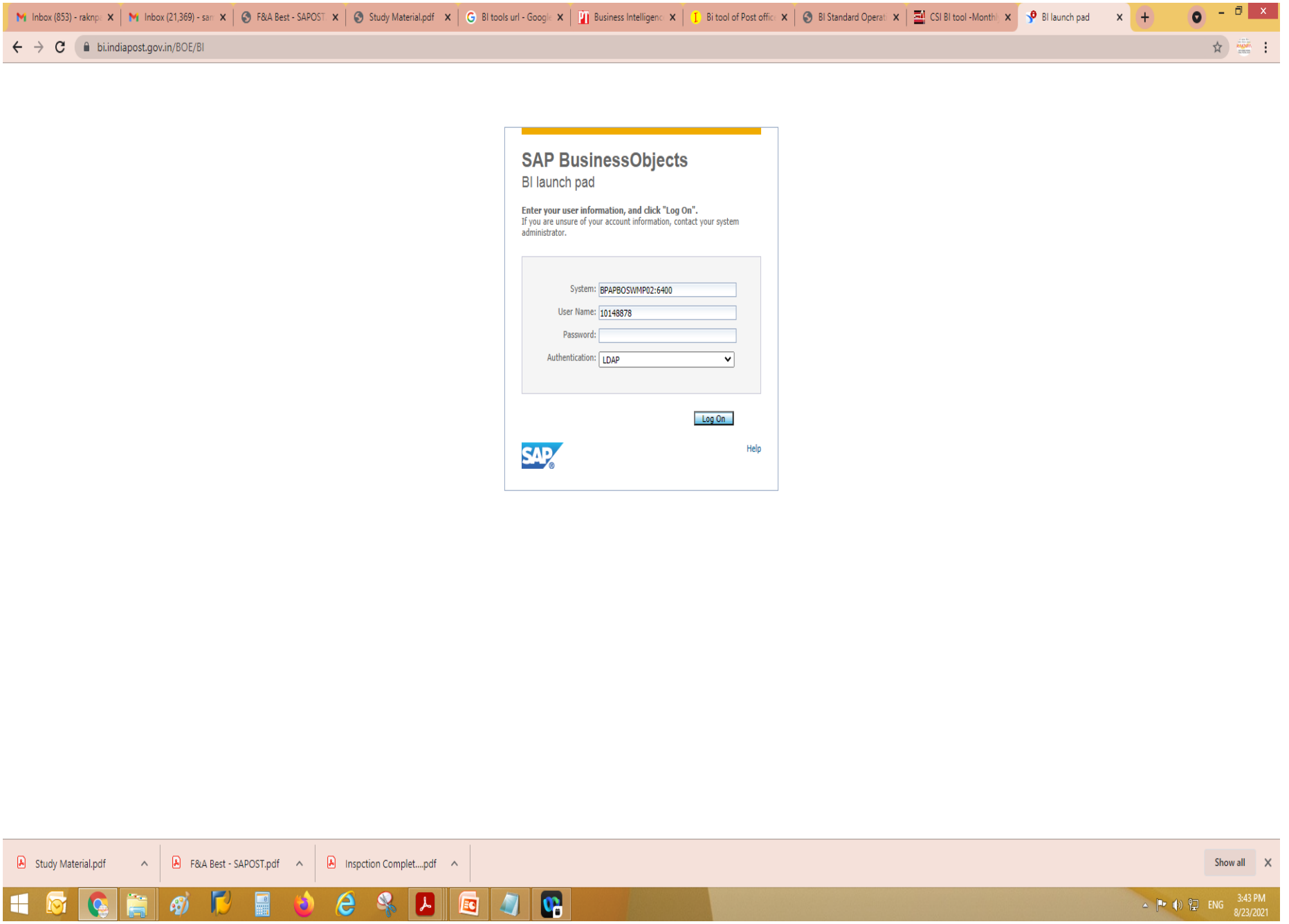
Now the Business Intelligence Reports is made accessible through Open Internet and can be accessed with the
URL: https://bi.indiapost.gov.in/BOE/BI

This tool is useful to know the performance of any post office. BI tool generates MNOP report of Speed Post, Registered letter, etc. After reviewing of MNOP report generate by the BI Tool of the post office, Dop users can increase the performance of their post office. So this tool is very important for any post office.

As per the decision BI access is being provided to,

- All AD(Mails) of Circle Office.
- two persons (APMG/ASP/IP/Officials handling with mails) from all regions.
- All Divisional Heads across the country. (SSP/SP/SSRM/SRM)
- All officers above the rank of Divisional Head.

BI access will be provided by CEPT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If you are unsure of your account information, contact your system administrator.
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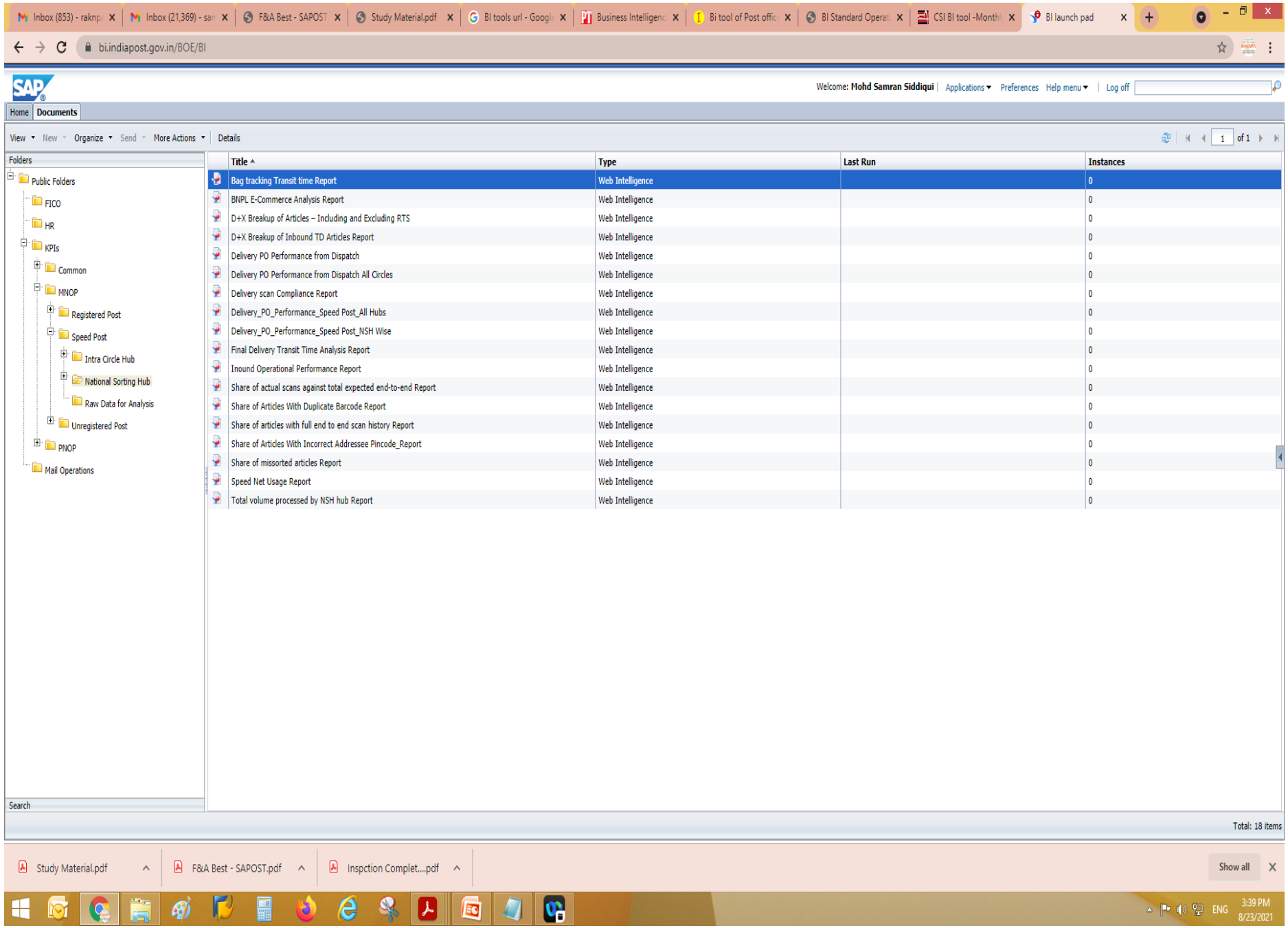
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View | New | Organize | Send | More Actions | Details
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Folders
Public Folders
FICO
HR
KPIs
Common
MNOP
Registered Post
Speed Post
Intra Circle Hub
National Sorting Hub
Raw Data for Analysis
Unregistered Post
PNOP
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Search
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Type
Last Run
Instances
Bag tracking Transit time Report | Web Intelligence | | 0
BNPL E-Commerce Analysis Report | Web Intelligence | | 0
D+X Breakup of Articles – Including and Excluding RTS | Web Intelligence | | 0
D+X Breakup of Inbound TD Articles Report | Web Intelligence | | 0
Delivery PO Performance from Dispatch | Web Intelligence | | 0
Delivery PO Performance from Dispatch All Circles | Web Intelligence | | 0
Delivery scan Compliance Report | Web Intelligence | | 0
Delivery_PO_Performance_Speed Post_All Hubs | Web Intelligence | | 0
Delivery_PO_Performance_Speed Post_NSH Wise | Web Intelligence | | 0
Final Delivery Transit Time Analysis Report | Web Intelligence | | 0
Inound Operational Performance Report | Web Intelligence | | 0
Share of actual scans against total expected end-to-end Report | Web Intelligence | | 0
Share of Articles With Duplicate Barcode Report | Web Intelligence | | 0
Share of articles with full end to end scan history Report | Web Intelligence | | 0
Share of Articles With Incorrect Addressee Pincode_Report | Web Intelligence | | 0
Share of missorted articles Report | Web Intelligence | | 0
Speed Net Usage Report | Web Intelligence | | 0
Total volume processed by NSH hub Report | Web Intelligence | | 0
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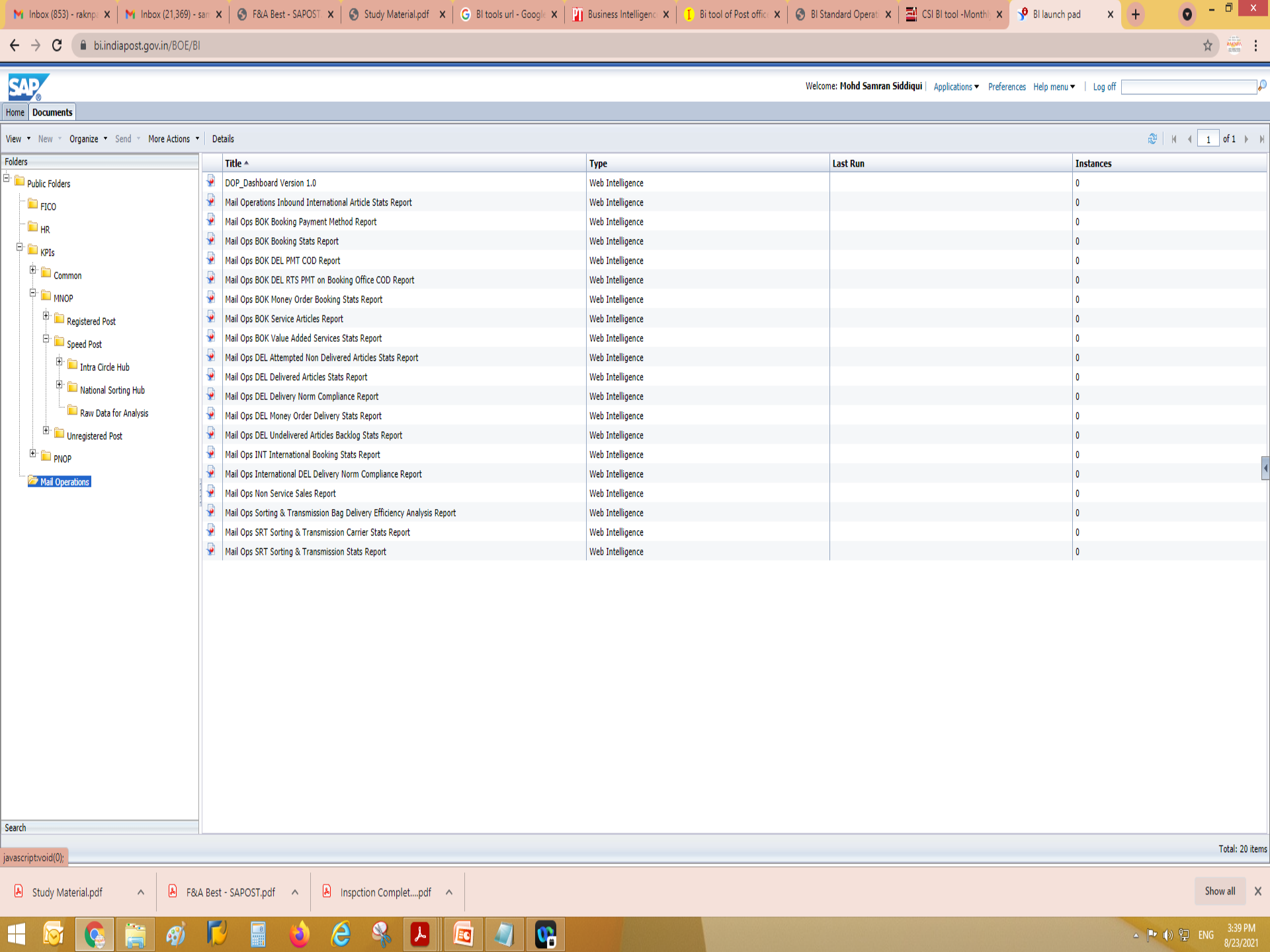
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Documents
View | New | Organize | Send | More Actions | Details
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FICO
HR
KPIs
Common
MNOP
Registered Post
Speed Post
Intra Circle Hub
National Sorting Hub
Raw Data for Analysis
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PNOP
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Mail Ops BOK Booking Payment Method Report | Web Intelligence | | 0
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Mail Ops BOK DEL PMT COD Report | Web Intelligence | | 0
Mail Ops BOK DEL RTS PMT on Booking Office COD Report | Web Intelligence | | 0
Mail Ops BOK Money Order Booking Stats Report | Web Intelligence | | 0
Mail Ops BOK Service Articles Report | Web Intelligence | | 0
Mail Ops BOK Value Added Services Stats Report | Web Intelligence | | 0
Mail Ops DEL Attempted Non Delivered Articles Stats Report | Web Intelligence | | 0
Mail Ops DEL Delivered Articles Stats Report | Web Intelligence | | 0
Mail Ops DEL Delivery Norm Compliance Report | Web Intelligence | | 0
Mail Ops DEL Money Order Delivery Stats Report | Web Intelligence | | 0
Mail Ops DEL Undelivered Articles Backlog Stats Report | Web Intelligence | | 0
Mail Ops INT International Booking Stats Report | Web Intelligence | | 0
Mail Ops International DEL Delivery Norm Compliance Report | Web Intelligence | | 0
Mail Ops Non Service Sales Report | Web Intelligence | | 0
Mail Ops Sorting & Transmission Bag Delivery Efficiency Analysis Report | Web Intelligence | | 0
Mail Ops SRT Sorting & Transmission Carrier Stats Report | Web Intelligence | | 0
Mail Ops SRT Sorting & Transmission Stats Report | Web Intelligence | | 0
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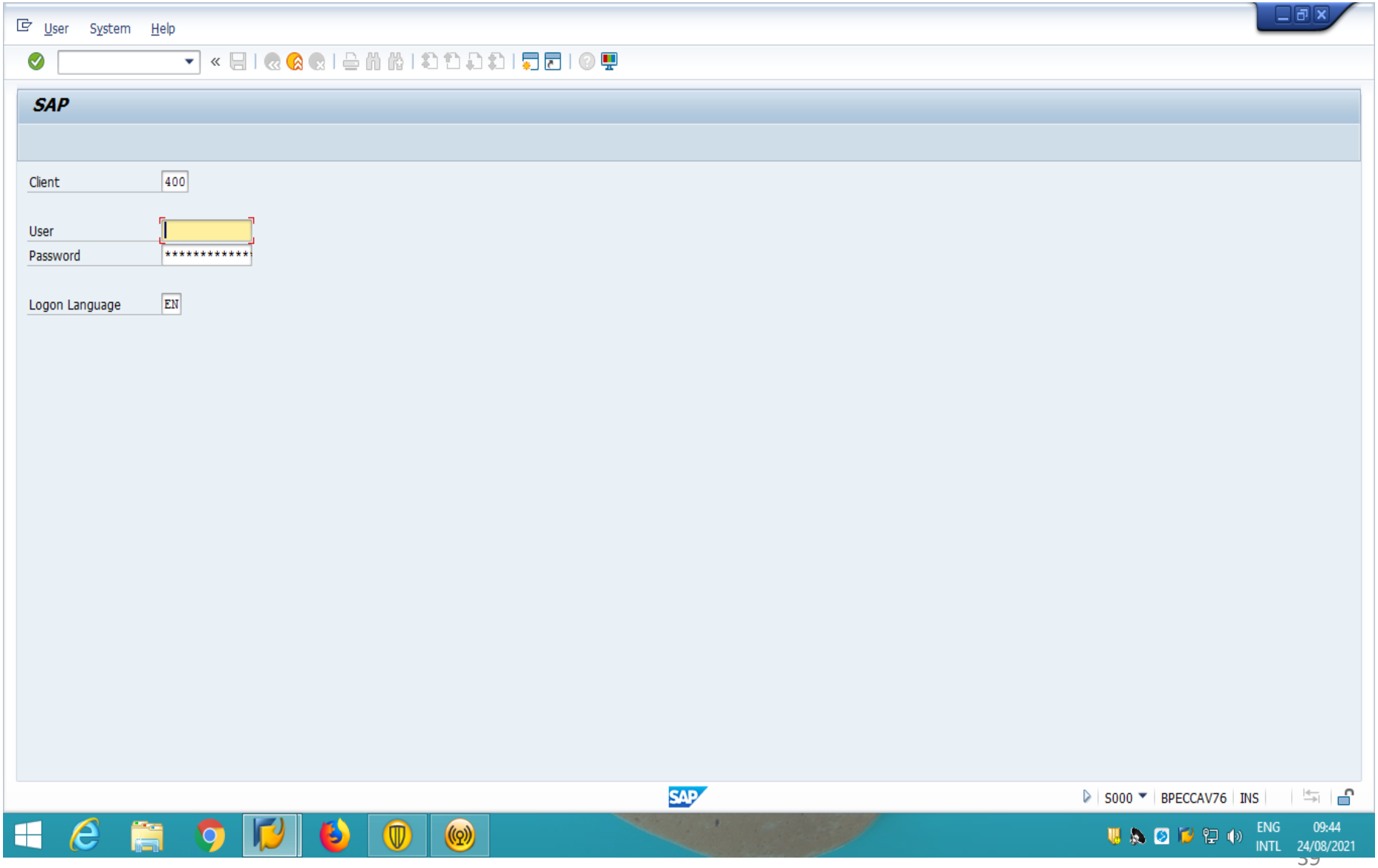
TEA BREAK

SAP


User
System
Help
SAP
Client
400
User
Password
Logon Language
EN
S000
BPECCAV76
INS
ENG
INTL
09:44
24/08/2021

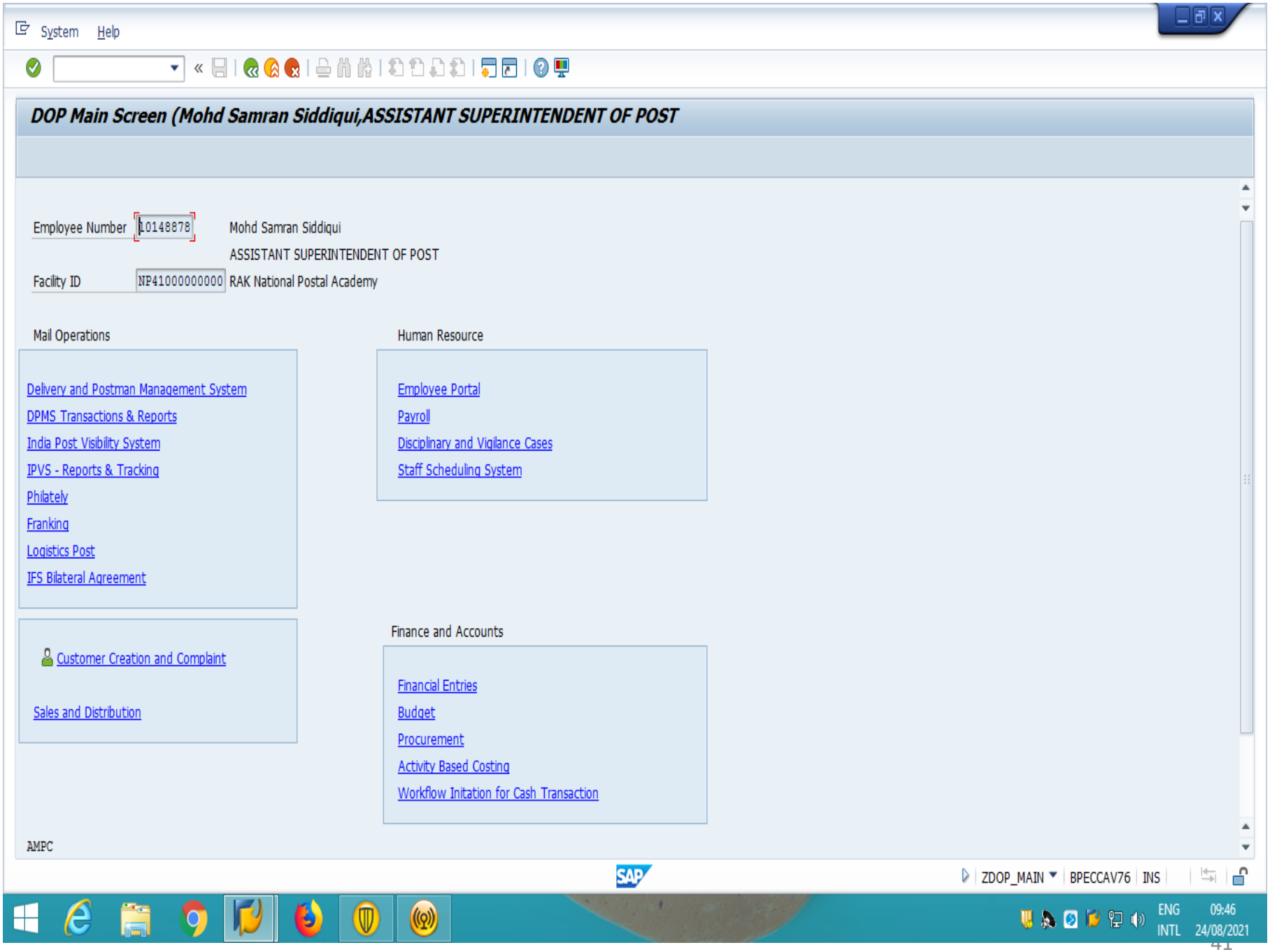
Menu Edit Favorites Extras System Help

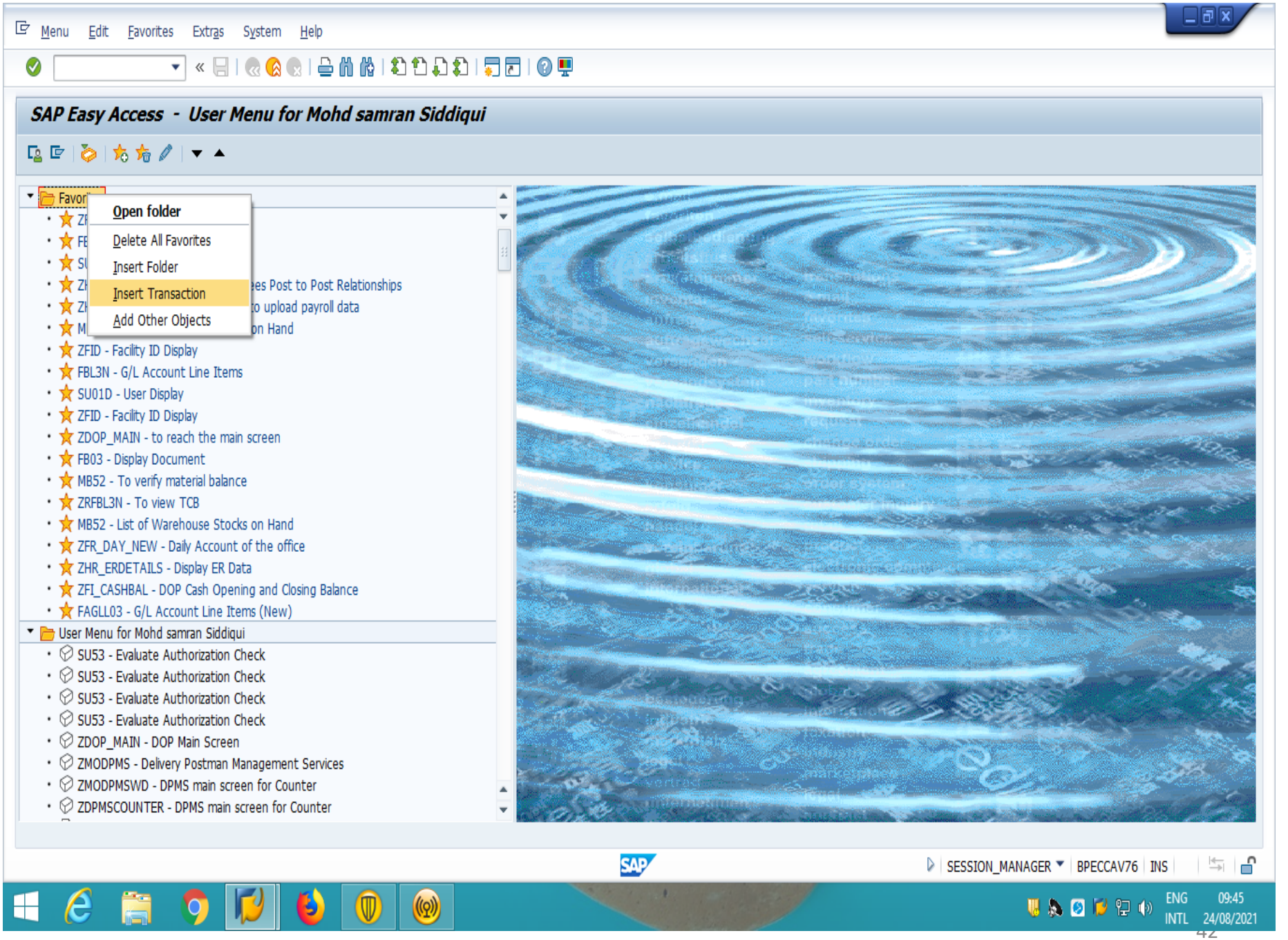
SAP Easy Access - User Menu for Mohd samran Siddiqui

- Favorites
  - ZFID - Facility ID Display
  - FB03 - Display Document
  - SU01D - User Display
  - ZHR_POST_RELATIONS - Employees Post to Post Relationships
  - ZHR_PAYROL_UPLOAD - T-Code to upload payroll data
  - MB52 - List of Warehouse Stocks on Hand
  - ZFID - Facility ID Display
  - FBL3N - G/L Account Line Items
  - SU01D - User Display
  - ZFID - Facility ID Display
  - ZDOP_MAIN - to reach the main screen
  - FB03 - Display Document
  - MB52 - To verify material balance
  - ZRFBL3N - To view TCB
  - MB52 - List of Warehouse Stocks on Hand
  - ZFR_DAY_NEW - Daily Account of the office
  - ZHR_ERDETAILS - Display ER Data
  - ZFI_CASHBAL - DOP Cash Opening and Closing Balance
  - FAGLL03 - G/L Account Line Items (New)
- User Menu for Mohd samran Siddiqui
  - SU53 - Evaluate Authorization Check
  - SU53 - Evaluate Authorization Check
  - SU53 - Evaluate Authorization Check
  - SU53 - Evaluate Authorization Check
  - ZDOP_MAIN - DOP Main Screen
  - ZMODPMS - Delivery Postman Management Services
  - ZMODPMSWD - DPMS main screen for Counter
  - ZDPMSCOUNTER - DPMS main screen for Counter

SESSION_MANAGER | BPECCAV76 | INS

ENG INTL 09:45 24/08/2021


System
Help
DOP Main Screen (Mohd Samran Siddiqui,ASSISTANT SUPERINTENDENT OF POST
Employee Number
10148878
Mohd Samran Siddiqui
ASSISTANT SUPERINTENDENT OF POST
Facility ID
NP41000000000
RAK National Postal Academy
Mail Operations
Delivery and Postman Management System
DPMS Transactions & Reports
India Post Visibility System
IPVS - Reports & Tracking
Philately
Franking
Logistics Post
IFS Bilateral Agreement
Human Resource
Employee Portal
Payroll
Disciplinary and Vigilance Cases
Staff Scheduling System
Customer Creation and Complaint
Sales and Distribution
Finance and Accounts
Financial Entries
Budget
Procurement
Activity Based Costing
Workflow Initation for Cash Transaction
AMPC
ZDOP_MAIN
BPECCAV76
INS
ENG
INTL
09:46
24/08/2021


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access - User Menu for Mohd samran Siddiqui
Favor
Open folder
Delete All Favorites
Insert Folder
Insert Transaction
Add Other Objects
ees Post to Post Relationships
to upload payroll data
on Hand
ZFID - Facility ID Display
FBL3N - G/L Account Line Items
SU01D - User Display
ZFID - Facility ID Display
ZDOP_MAIN - to reach the main screen
FB03 - Display Document
MB52 - To verify material balance
ZRFBL3N - To view TCB
MB52 - List of Warehouse Stocks on Hand
ZFR_DAY_NEW - Daily Account of the office
ZHR_ERDETAILS - Display ER Data
ZFI_CASHBAL - DOP Cash Opening and Closing Balance
FAGLL03 - G/L Account Line Items (New)
User Menu for Mohd samran Siddiqui
SU53 - Evaluate Authorization Check
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SU53 - Evaluate Authorization Check
SU53 - Evaluate Authorization Check
ZDOP_MAIN - DOP Main Screen
ZMODPMS - Delivery Postman Management Services
ZMODPMSWD - DPMS main screen for Counter
ZDPMSCOUNTER - DPMS main screen for Counter
SESSION_MANAGER
BPECCAV76
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ENG
INTL
09:45
24/08/2021

Menu Edit Favorites Extras System Help

SAP Easy Access - User Menu for Mohd samran Siddiqui

- Favorites
  - ZFID - Facility ID Display
  - FB03 - Display Document
  - SU01D - User Display
  - ZHR_POST_RELATIONS - Employees Post to Post Relationships
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  - SU53 - Evaluate Authorization Check
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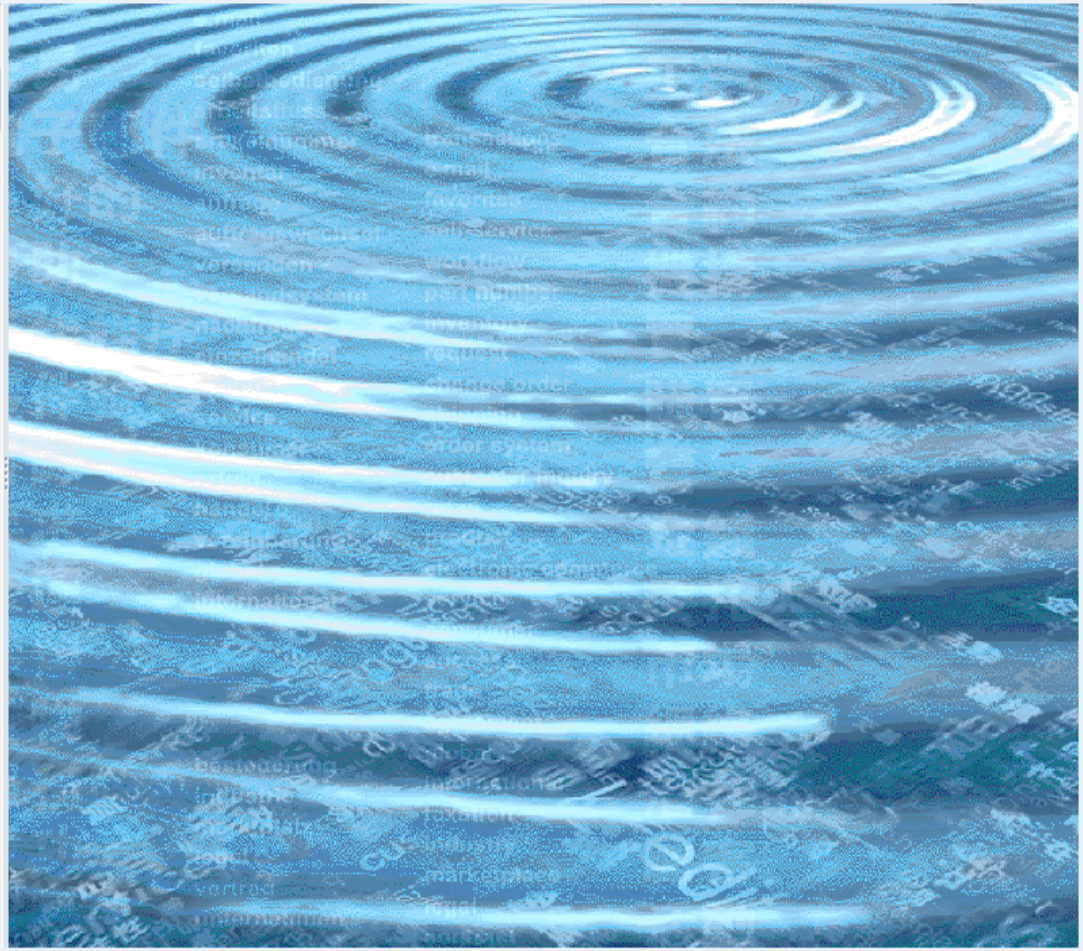
  - SU53 - Evaluate Authorization Check
  - ZDOP_MAIN - DOP Main Screen
  - ZMODPMS - Delivery Postman Management Services
  - ZMODPMSWD - DPMS main screen for Counter
  - ZDPMSCOUNTER - DPMS main screen for Counter

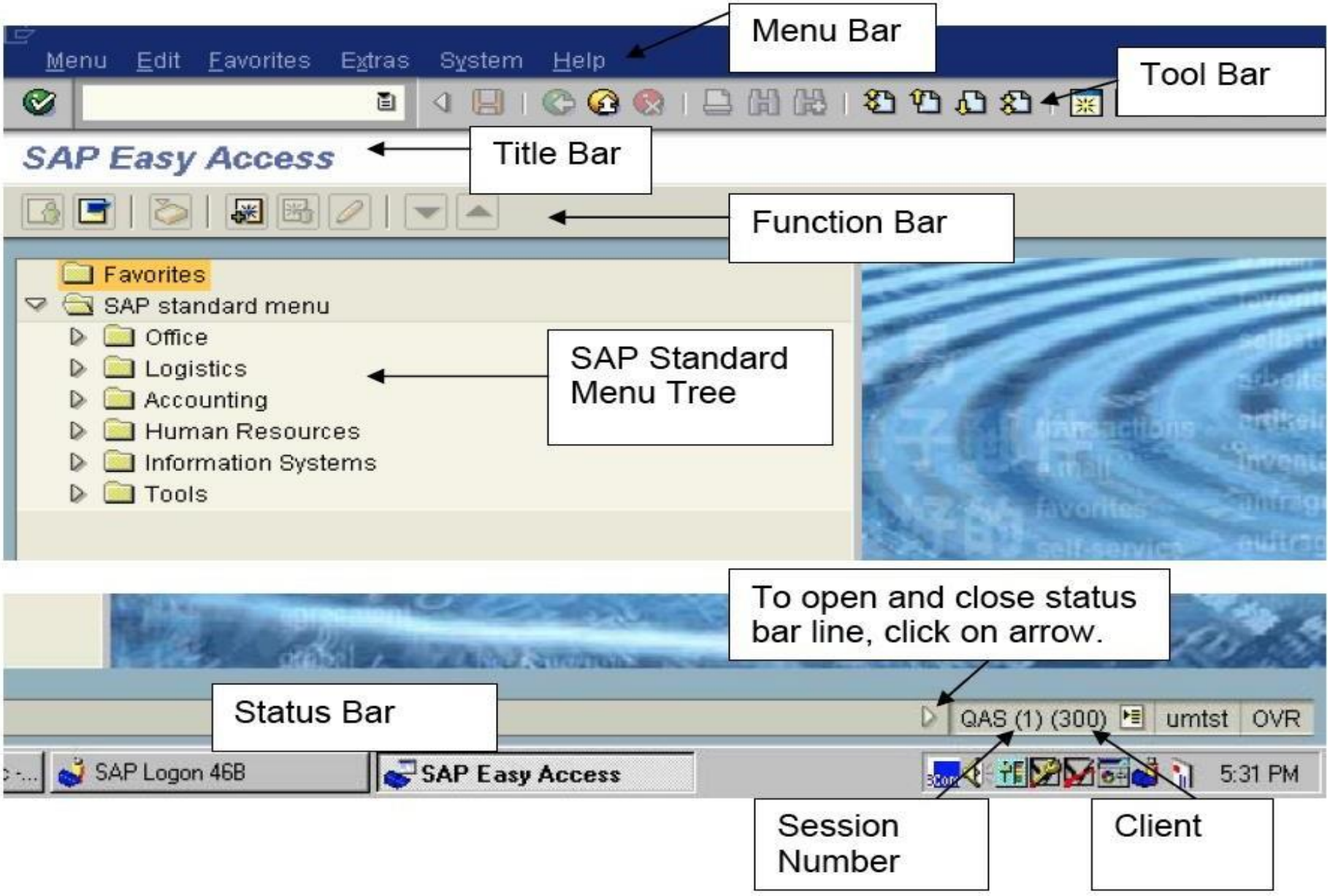
Manual entry of a transaction

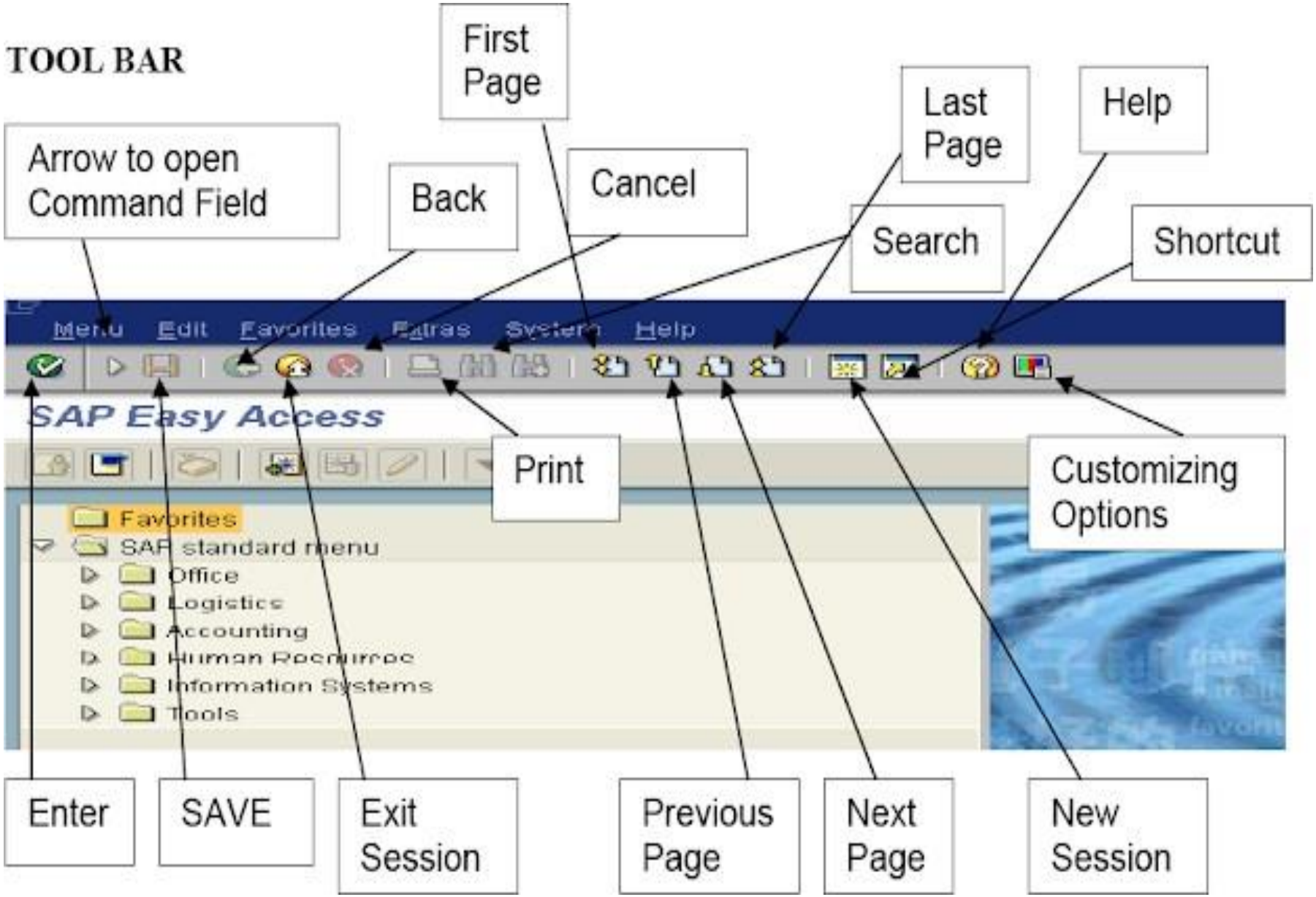
Transaction Code ZFID

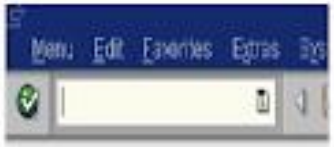


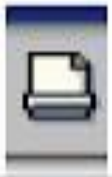
SESSION_MANAGER | BPECCAV76 | INS

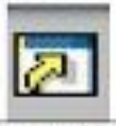
ENG INTL 09:46 24/08/2021


Menu Bar
Menu Edit Favorites Extras System Help
Tool Bar
SAP Easy Access
Title Bar
Function Bar
Favorites
SAP standard menu
Office
Logistics
Accounting
Human Resources
Information Systems
Tools
SAP Standard Menu Tree
To open and close status bar line, click on arrow.
Status Bar
QAS (1) (300)
umtst
OVR
SAP Logon 46B
SAP Easy Access
5:31 PM
Session Number
Client


TOOL BAR
First Page
Arrow to open Command Field
Back
Cancel
Last Page
Help
Search
Shortcut
Menu Edit Favorites Extras System Help
SAP Easy Access
Print
Customizing Options
Favorites
SAP standard menu
Office
Logistics
Accounting
Information Systems
Tools
Enter
SAVE
Exit Session
Previous Page
Next Page
New Session

Icons	Keyboard Shortcuts	Description
Enter button	**Enter Key**	Left-click on the **Enter button** when you want the system to accept your field entry and move to the next function, or screen, in a system task. Note: Enter does NOT save the information you entered.
Command Field 		The **Command field** is used for fast path commands that take you directly to a system task without using menus. To open and close command field, click on the arrow to the right of the field.
Save button	**Ctrl S**	Left-click on the **Save button** when you want to save data or save changes to data in a system task.
Back button	**F3**	Left-click on the **Back button** when you want to move back to the previous screen or menu level.
Exit Session button	**Shift F3**	Left-click the **Exit button** when you want to exit the current menu level or system task without saving the data.
Cancel button	**F12**	Left-click on the **Cancel button** when you want to cancel the data you entered in the current system task.

Print button 	**Ctrl P**	Left-click on the **Print button** to print the SAP document displayed on the screen. (See page 9)
Find and Continue Search button	**Find** **Ctrl F** **Continue Search** **Ctrl C**	Left-click on the **Find button** (binoculars) when you want the system to search for words and alphanumeric combinations in the open documents or display screen. Use the **Continue Search** button (the binoculars with the + sign) to continue searching for a previously selected search item.
Page button (first page)	**Ctrl Page up**	Left-click on the **double-arrow up** button to move to the first page.
Page button (previous page)	**Page up**	Left-click on the **single-arrow up** button to move to the previous page.

Page button (next page)	**Page Down**	Left-click on the **single-arrow down** button to move to the next page.
Page button (last page)	**Ctrl Page Down**	Left-click on the **double-arrow down** to move to the last page.
New Session		Left-click on the **New Session button** to create a new session.
Shortcut 		Left-click on the **Shortcut button** to generate a shortcut on your desktop.
Help button	**F1**	The Yellow question mark is the **Help button**. It displays generic SAP Online Help.
Customizing Option	**Alt + F12**	You may change the way information, warning and errors messages are displayed. You may also use this icon to print a screen shot, - select Hardcopy.

Icons	Icons	Icons	Icons
Create	Search help	Sort in Ascending Order	Approve
Maintain	Display Matchcode list	Sort in Descending Order	Reject
Display	Select All	Execute	Delete
Display <> Change	Deselect All	Refresh	More Fields
Overview	Choose Detail	Set Filter	End More Fields

DPMS Module

- Delivery and Postmen Management System(DPMS) – As name suggests, module includes Mail operations done at Post offices similar to Meghdooth Postman Module.

- Web based Online module for receiving bags, invoicing articles and returns from Beat/BO.

- eMO printing and payments, including redirection are done in this module.

- COD / VPP / VPL Articles will be handled solely by this module till the processing of payment.

Accountable Mails Individual

Bag Receive
Bag Open
Issue To Postman
Postman Return
Postman Return Handheld
Redirection
Return
Article in Deposit

Accountable Mails Bulk

Bulk Delivery Slip
Bulk Delivery Return

EMO Mails Individual

View/ Update Money Order
Invoice To Postman
Return From Postman
Return From Postman Handheld
Redirection
Return

EMO Mails Bulk

View/ Update Money Order
Invoice To Postman (Bulk)
Accept/Reject

Online Pick Up

View/Scheduling/Re-scheduling
View Postman and Beatwise Requests
Confirmation
Confirmation Handheld

Window Delivery

Window Delivery for Accountable Mail
Window Delivery for Money Order

Supervisor Approval

EOD Supervisor Confirmation
Delayed Confirmation Approval
Supervisor Approval EMO
Supervisor Appoval - Redirected and Returned eMOs
Supervisor Approval EMO bulk
Supervisor Approval (BO)
Insured Article Verification
Supervisor Approval

Treasury

Cash Payment To Postman
Cash Return From Postman
Treasury Submit Accounts Postman

Address Verification

View List
Assign Beat
Address Confirmation

Ordinary Mails

Issue to Postman
Postman Returns

BO Delivery

Issue Articles to BO
BO Article Returns
Issue EMO to BO
EMO Returned For BO

Miscellaneous

Business Reply & Direct Post
Electronic Proof Of Delivery
View/Download EPOST
Epost Outbound scanning
Epost Delivery Confirmation
Article Discrepancy

Reports

EOD Undeliverable Articles
EOD BO Undeliverable Articles
Article in Deposit
Beatwise Workload
Postman Performance Report-Articles
Postman Performance Report- eMO
Address Verification Status
Article Delivery report

Reports

Consolidated Abstract Report
Article Discrepancy Report
Money Order Audit Report
Appointment Performance Report
Past Due Time Report
Expected workload based on Booking
Expected workload based on bag dispatch
Consolidated EMO Abstract Report

Reports

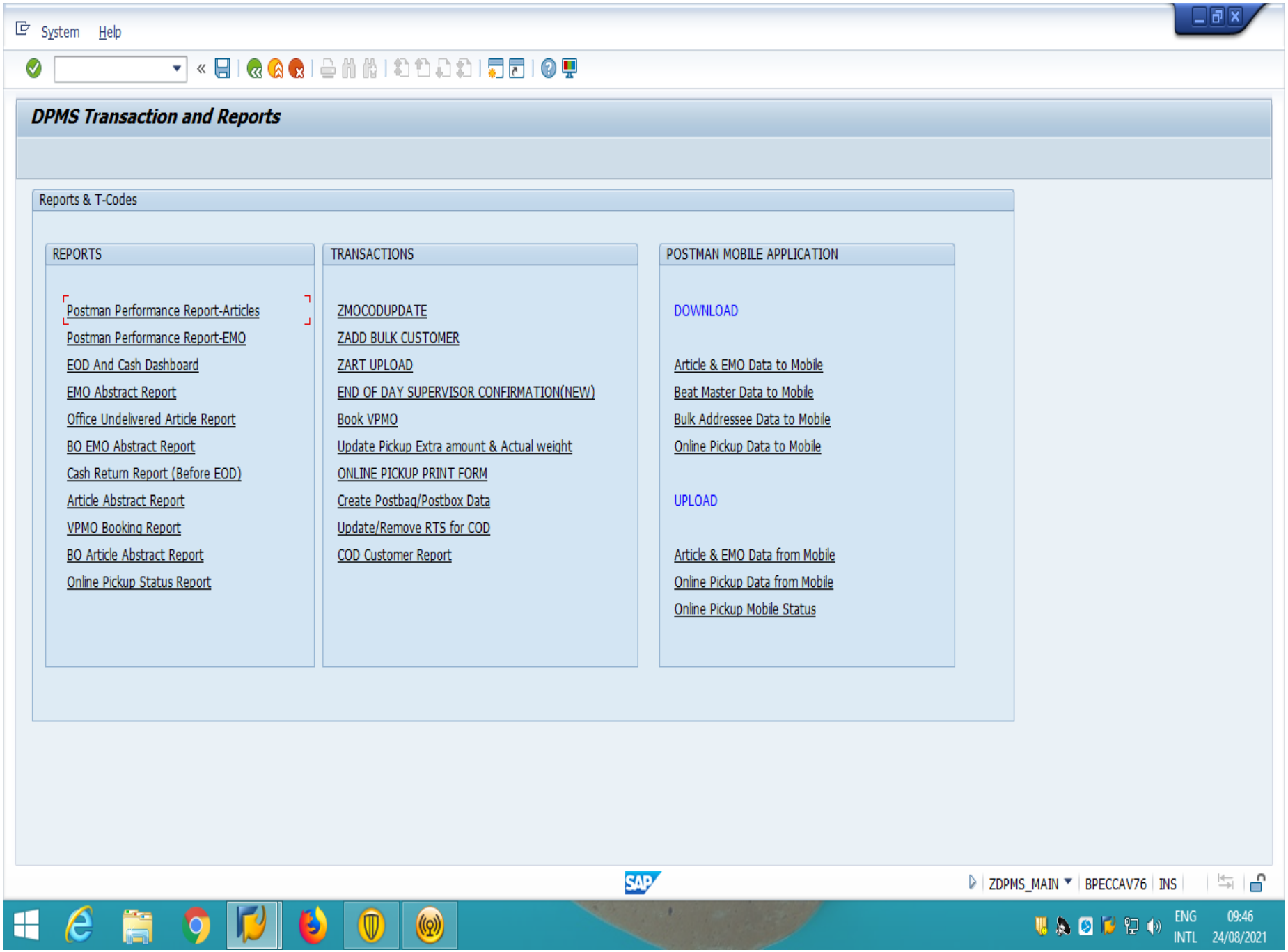
EMO Bulk Status Report
EMO Bulk Treasury Report
Postbag/Postbox Booking Report
Window Delivery Report
Division Summary Report

Track and Trace

Find Article

Change Article Status

Return Remarks for Bulk Articles SO
Change Delivered Articles to Undelivered PO


System
Help
DPMS Transaction and Reports
Reports & T-Codes
REPORTS
Postman Performance Report-Articles
Postman Performance Report-EMO
EOD And Cash Dashboard
EMO Abstract Report
Office Undelivered Article Report
BO EMO Abstract Report
Cash Return Report (Before EOD)
Article Abstract Report
VPMO Booking Report
BO Article Abstract Report
Online Pickup Status Report
TRANSACTIONS
ZMOCODUPDATE
ZADD BULK CUSTOMER
ZART UPLOAD
END OF DAY SUPERVISOR CONFIRMATION(NEW)
Book VPMO
Update Pickup Extra amount & Actual weight
ONLINE PICKUP PRINT FORM
Create Postbag/Postbox Data
Update/Remove RTS for COD
COD Customer Report
POSTMAN MOBILE APPLICATION
DOWNLOAD
Article & EMO Data to Mobile
Beat Master Data to Mobile
Bulk Addressee Data to Mobile
Online Pickup Data to Mobile
UPLOAD
Article & EMO Data from Mobile
Online Pickup Data from Mobile
Online Pickup Mobile Status
ZDPMS_MAIN
BPECCAV76
INS
ENG
INTL
09:46
24/08/2021

TREASURER CASH BOOK (TCB) IN CSI

List Edit Goto Views Settings System Help

Day wise G/L balance

Day wise G/L Balance of Agra HO
Opening Balance of Rs 1,27,99,422.44 as on 18/08/2021
Min Cash Limit:20,00,000.00
Max Cash Limit:30,00,000.00

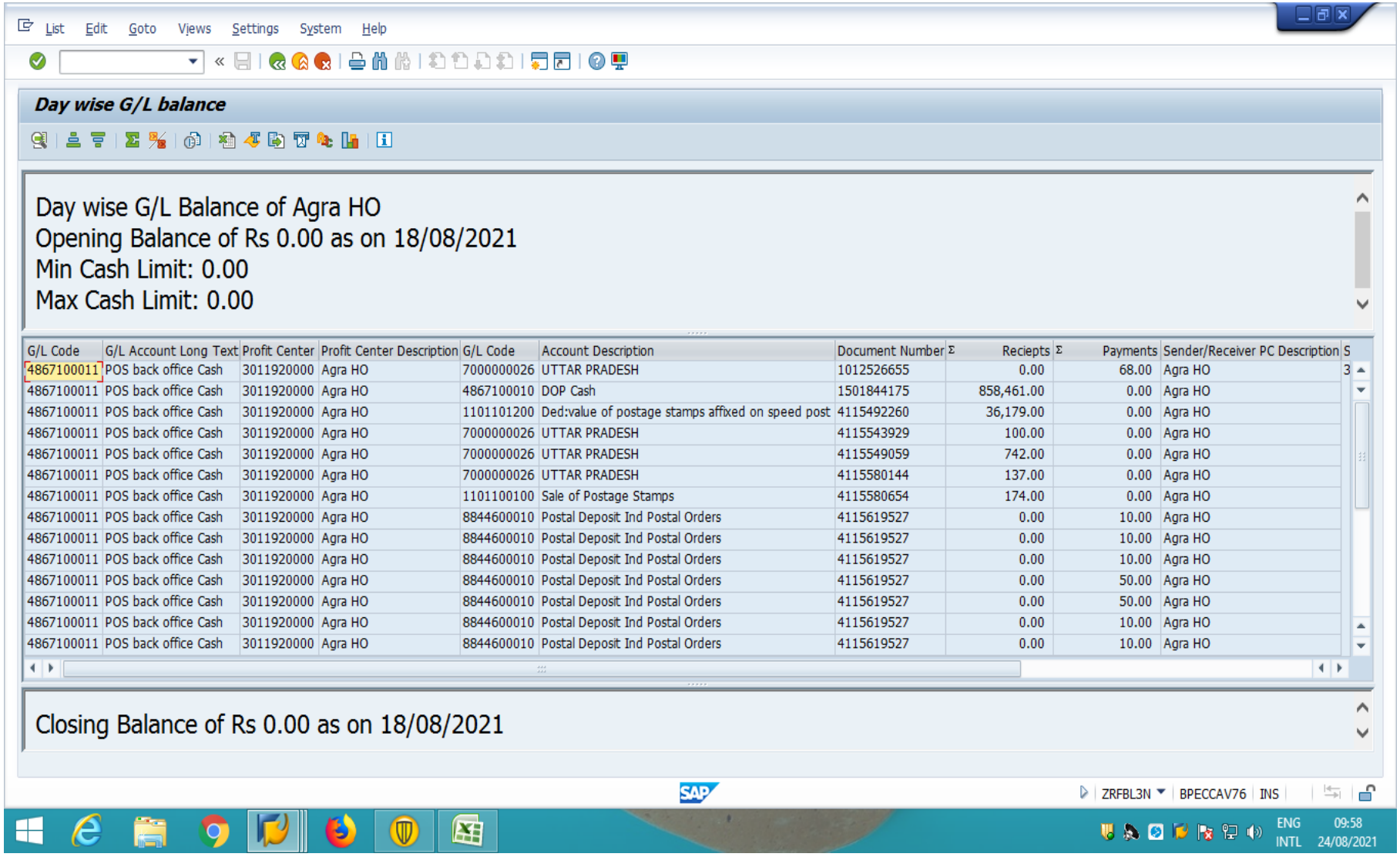
G/L Code	G/L Account Long Text	Profit Center	Profit Center Description	G/L Code	Account Description	Document Number	Σ	Reciepts	Σ	Payments	Sender/Receiver PC Description	S
4867100010	DOP Cash	3011920000	Agra HO	8866102610	SGST-Coll on Banking and Fin Services	1501727598		118.00		0.00	Agra HO	3
4867100010	DOP Cash	3011920000	Agra HO	8866102610	SGST-Coll on Banking and Fin Services	1501775388		59.00		0.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	8866102610	SGST-Coll on Banking and Fin Services	1501822960		59.00		0.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	4867100011	POS back office Cash	1501844175		0.00		858,461.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	8866102610	SGST-Coll on Banking and Fin Services	1501855082		59.00		0.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	1800423200	Fee for the Appln for Regn of second Nomination	1501881367		59.00		0.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	3020580101	Band Pay Existing Post Offices	1501935433		0.00		22,896.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	8866102740	SGST-Coll on PLI	1501948229		106,908.00		0.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	8800800040	Account Transfer Fee.	1502027707		118.00		0.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	7801601110	Promo&Mktg.Commission to Agents BPMs SPMs etc	1502045703		0.00		1,146.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	3020590200	Wages-Establishment of Existing Post Offices	1502052207		0.00		32,112.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	6000036255	MAN SINGH	2902725058		1,994.00		0.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	6000036195	Munnesh Singh	2902792936		0.00		6,698.00	Agra HO	
4867100010	DOP Cash	3011920000	Agra HO	6000036251	MAHENDRA S	2902792937		0.00		850.00	Agra HO	

Closing Balance of Rs 1,79,02,216.44 as on 18/08/2021

ZRFBL3N | BPECCAV76 | INS

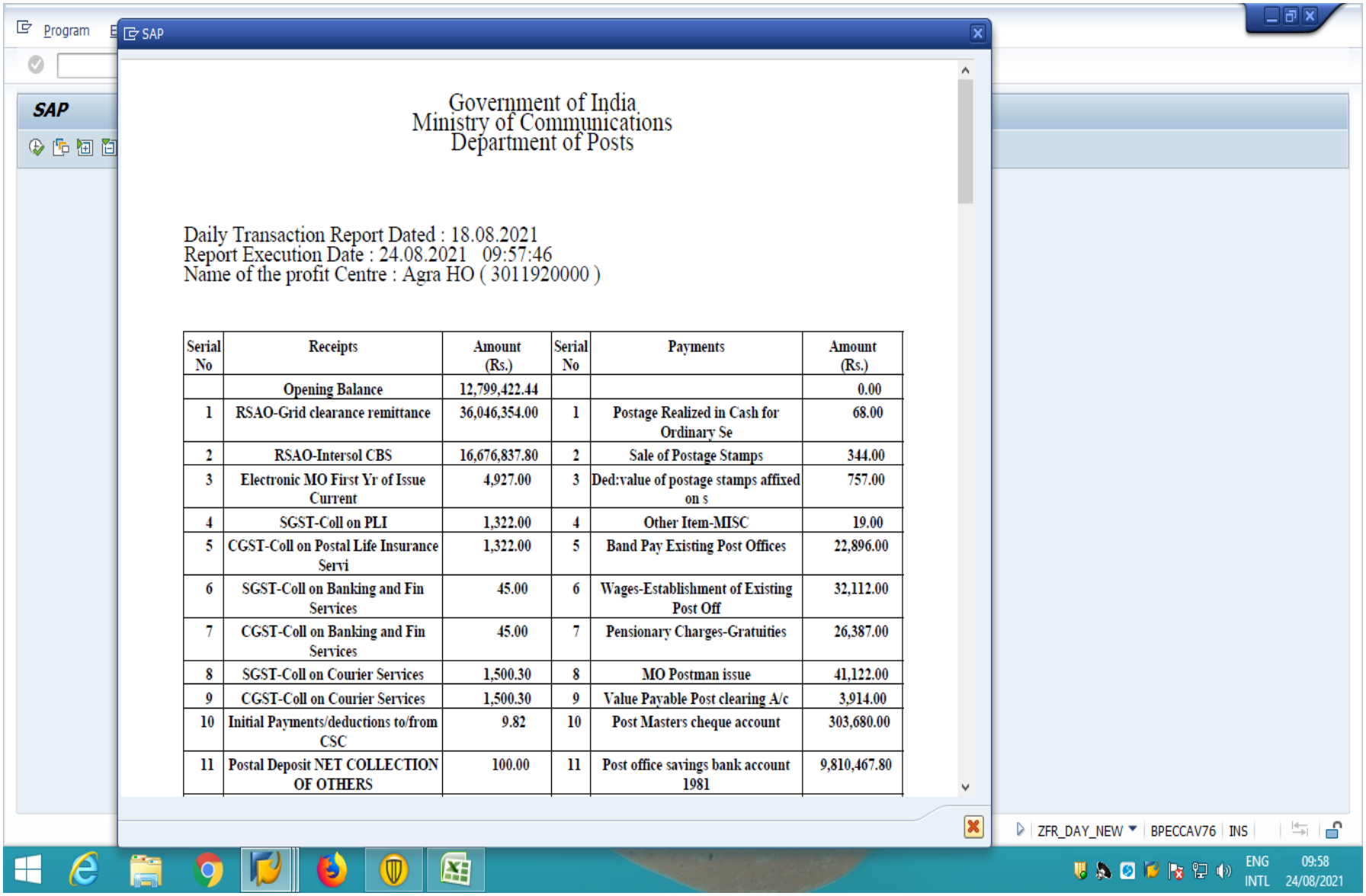
ENG INTL 09:58 24/08/2021

POS Cash in CSI



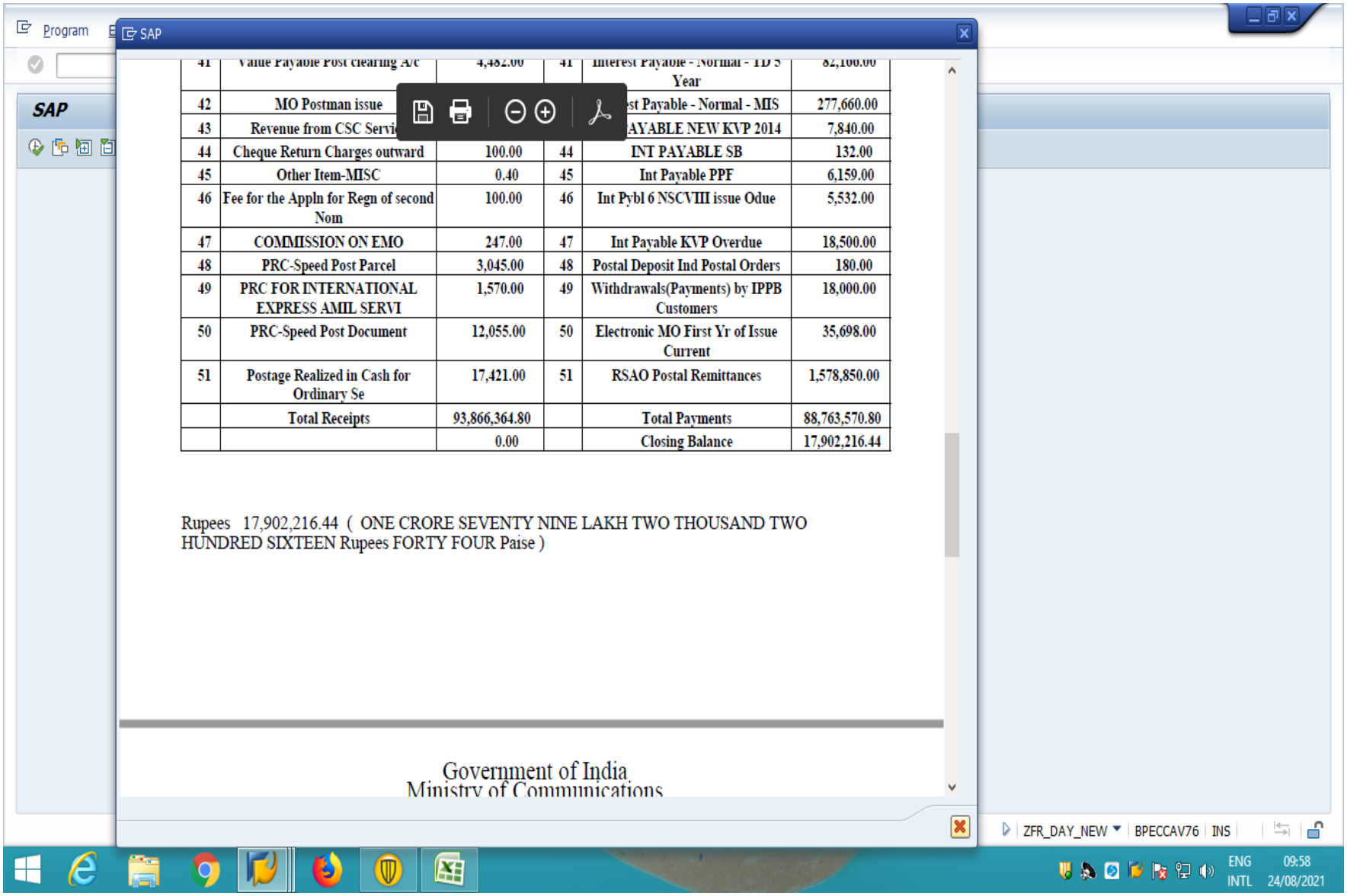
G/L Code	G/L Account Long Text	Profit Center	Profit Center Description	G/L Code	Account Description	Document Number	Reciepts	Payments	Sender/Receiver PC Description	S
4867100011	POS back office Cash	3011920000	Agra HO	7000000026	UTTAR PRADESH	1012526655	0.00	68.00	Agra HO	3
4867100011	POS back office Cash	3011920000	Agra HO	4867100010	DOP Cash	1501844175	858,461.00	0.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	1101101200	Ded:value of postage stamps affixed on speed post	4115492260	36,179.00	0.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	7000000026	UTTAR PRADESH	4115543929	100.00	0.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	7000000026	UTTAR PRADESH	4115549059	742.00	0.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	7000000026	UTTAR PRADESH	4115580144	137.00	0.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	1101100100	Sale of Postage Stamps	4115580654	174.00	0.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	8844600010	Postal Deposit Ind Postal Orders	4115619527	0.00	10.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	8844600010	Postal Deposit Ind Postal Orders	4115619527	0.00	10.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	8844600010	Postal Deposit Ind Postal Orders	4115619527	0.00	10.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	8844600010	Postal Deposit Ind Postal Orders	4115619527	0.00	50.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	8844600010	Postal Deposit Ind Postal Orders	4115619527	0.00	50.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	8844600010	Postal Deposit Ind Postal Orders	4115619527	0.00	10.00	Agra HO	
4867100011	POS back office Cash	3011920000	Agra HO	8844600010	Postal Deposit Ind Postal Orders	4115619527	0.00	10.00	Agra HO	

DAILY TRANSACTION REPORT(DTR) IN CSI



Serial No	Receipts	Amount (Rs.)	Serial No	Payments	Amount (Rs.)
	Opening Balance	12,799,422.44			0.00
1	RSAO-Grid clearance remittance	36,046,354.00	1	Postage Realized in Cash for Ordinary Se	68.00
2	RSAO-Intersol CBS	16,676,837.80	2	Sale of Postage Stamps	344.00
3	Electronic MO First Yr of Issue Current	4,927.00	3	Ded:value of postage stamps affixed on s	757.00
4	SGST-Coll on PLI	1,322.00	4	Other Item-MISC	19.00
5	CGST-Coll on Postal Life Insurance Servi	1,322.00	5	Band Pay Existing Post Offices	22,896.00
6	SGST-Coll on Banking and Fin Services	45.00	6	Wages-Establishment of Existing Post Off	32,112.00
7	CGST-Coll on Banking and Fin Services	45.00	7	Pensionary Charges-Gratuities	26,387.00
8	SGST-Coll on Courier Services	1,500.30	8	MO Postman issue	41,122.00
9	CGST-Coll on Courier Services	1,500.30	9	Value Payable Post clearing A/c	3,914.00
10	Initial Payments/deductions to/from CSC	9.82	10	Post Masters cheque account	303,680.00
11	Postal Deposit NET COLLECTION OF OTHERS	100.00	11	Post office savings bank account 1981	9,810,467.80

DAILY TRANSACTION REPORT(DTR) IN CSI



41	Value Payable Post clearing A/c	4,482.00	41	Interest Payable - Normal - TD 5 Year	82,100.00
42	MO Postman issue			st Payable - Normal - MIS	277,660.00
43	Revenue from CSC Servi			AYABLE NEW KVP 2014	7,840.00
44	Cheque Return Charges outward	100.00	44	INT PAYABLE SB	132.00
45	Other Item-MISC	0.40	45	Int Payable PPF	6,159.00
46	Fee for the Appln for Regn of second Nom	100.00	46	Int Pybl 6 NSCVIII issue Odue	5,532.00
47	COMMISSION ON EMO	247.00	47	Int Payable KVP Overdue	18,500.00
48	PRC-Speed Post Parcel	3,045.00	48	Postal Deposit Ind Postal Orders	180.00
49	PRC FOR INTERNATIONAL EXPRESS AMIL SERVI	1,570.00	49	Withdrawals(Payments) by IPPB Customers	18,000.00
50	PRC-Speed Post Document	12,055.00	50	Electronic MO First Yr of Issue Current	35,698.00
51	Postage Realized in Cash for Ordinary Se	17,421.00	51	RSAO Postal Remittances	1,578,850.00
	Total Receipts	93,866,364.80		Total Payments	88,763,570.80
		0.00		Closing Balance	17,902,216.44

Rupees 17,902,216.44 (ONE CRORE SEVENTY NINE LAKH TWO THOUSAND TWO HUNDRED SIXTEEN Rupees FORTY FOUR Paise)

Government of India
Ministry of Communications

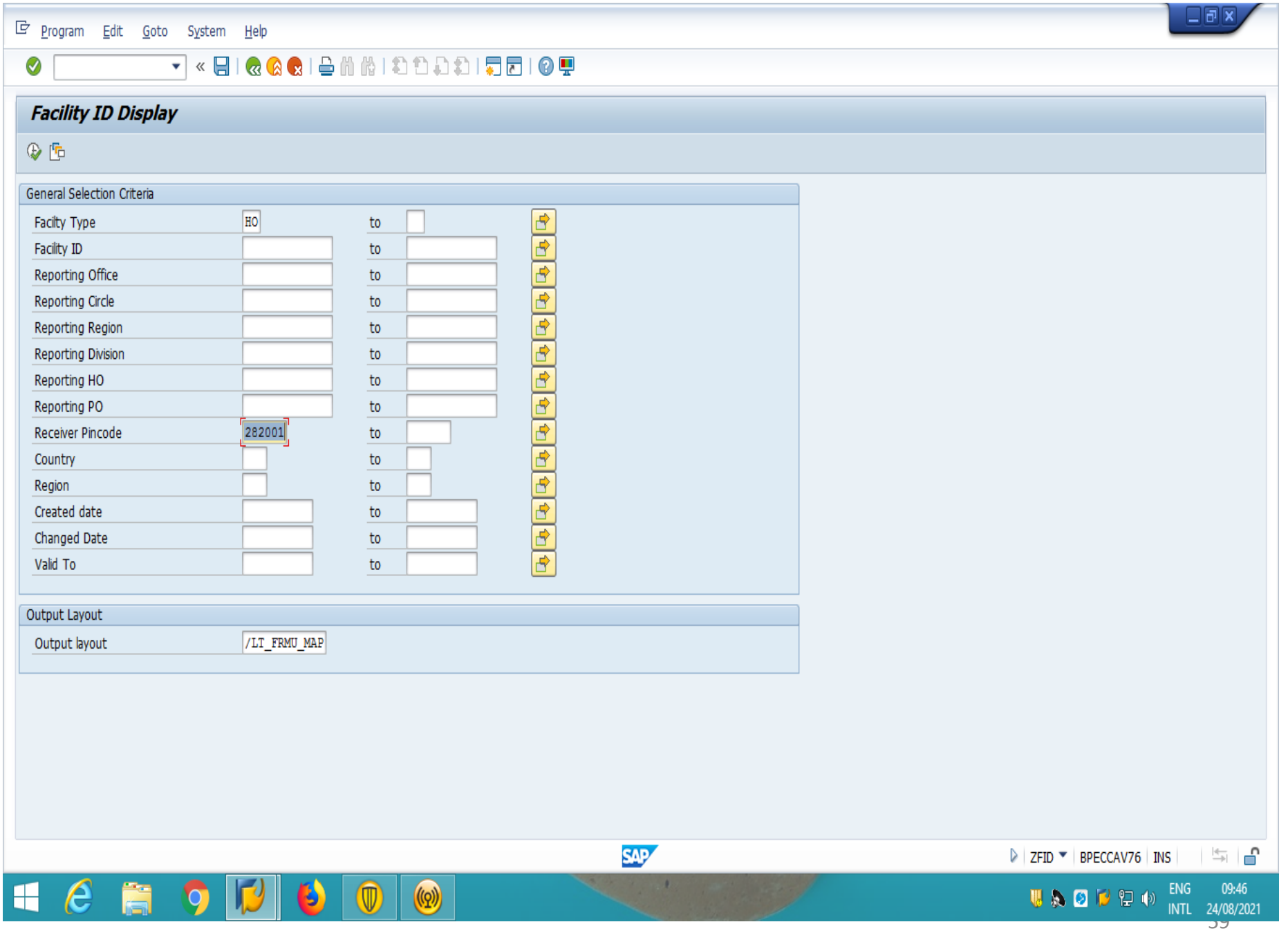
Few Basic Commands/T Codes

T-Code	Description
/n	To go to Home Screen To open new session - closing present session
/o	To open new session without closing present session
/nex	To Log Out
ZDOP_MAIN	To go to Main (Menu) Screen having various Links

Few Basic Commands/T Codes

T Code - ZFID

- T-Code shows Facility details for the entire Division/Region/Circle can be generated and kept for Reference.
- This report includes information about an office including Facility ID, Profit Centre, Plant ID, Storage Location ID, SOL ID, WEG Code etc.,
- By providing PIN Code/Division Code we can generate the report for a particular office or Division if required.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Facility ID Display

Facility ID	Facility Description	Circle	Region	Head Office	Profit center	Reporting Office N...	OFFICE TYPE	SOL ID	Division	Reporting Office	Fac
HO30101200000	Agra HO					Agra Division		28200100	DV30101000000	DV30101000000	HO

Details

Group description	Cell Content...
Facility ID	HO30101200000
Facility Description	Agra HO
Circle	CR30000000000
Country	India
Region	RN30100000000
Region	Uttar Pradesh
Profit center	3011920000
PLANT PORTAL	U651
Reporting Office Nam	Agra Division
GSTIN	09AAAGS1841J1Z4
RFLAG	N
SOL ID	28200100
RDATE	13.10.2017
Division	DV30101000000
Reporting Office	DV30101000000
Facility Type	HO
Pincode	282001
WEGCODE	WEG32289
PLI Facility ID	AG010100000
Valid From	19.03.2014

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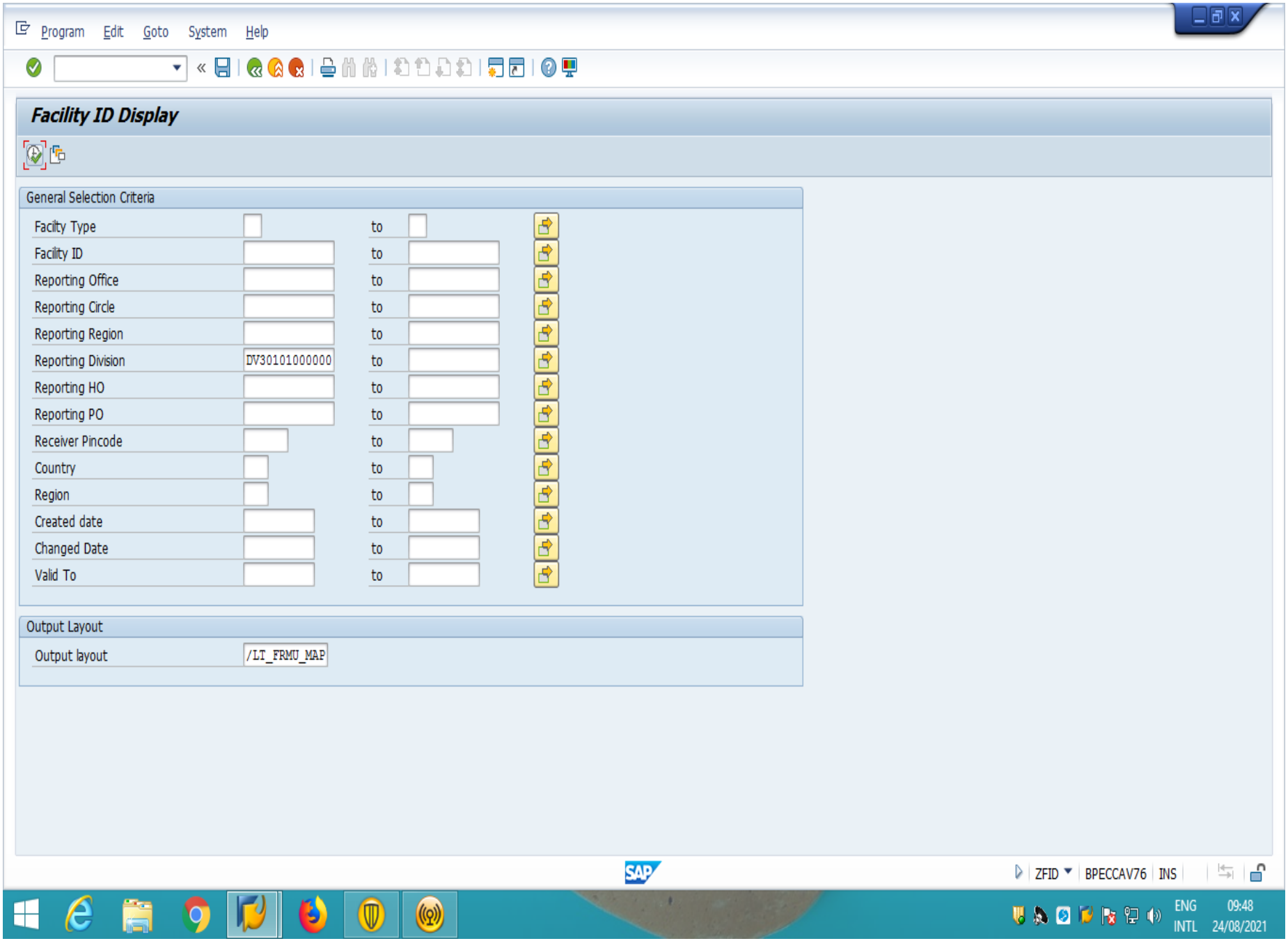
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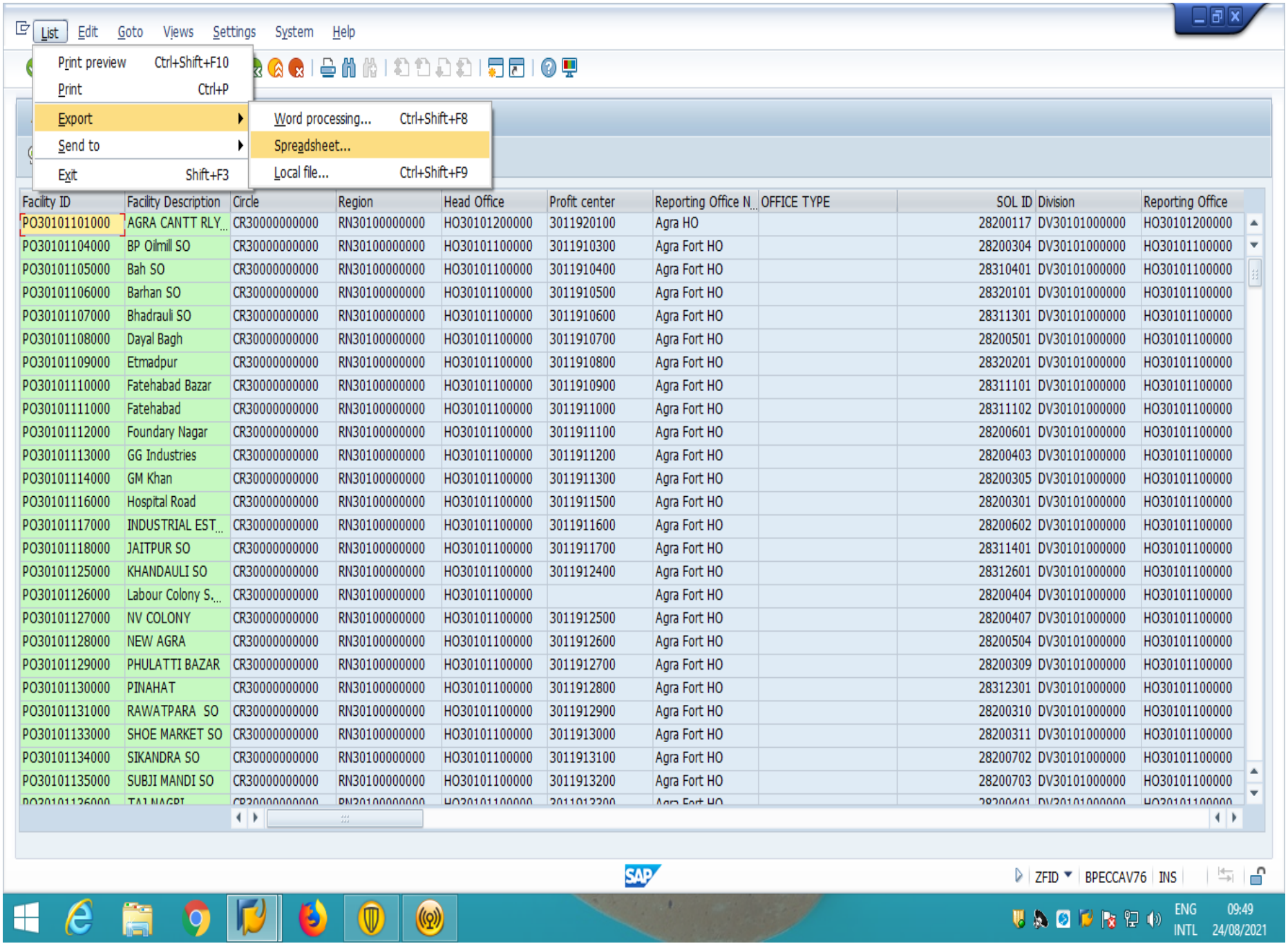

Facility ID	Facility Description	Circle	Region	Head Office	Profit center	Reporting Office N...	OFFICE TYPE	SOL ID	Division	Reporting Office
PO30101101000	AGRA CANTT RLY...	CR30000000000	RN30100000000	HO30101200000	3011920100	Agra HO		28200117	DV30101000000	HO30101200000
PO30101104000	BP Oilmill SO	CR30000000000	RN30100000000	HO30101100000	3011910300	Agra Fort HO		28200304	DV30101000000	HO30101100000
PO30101105000	Bah SO	CR30000000000	RN30100000000	HO30101100000	3011910400	Agra Fort HO		28310401	DV30101000000	HO30101100000
PO30101106000	Barhan SO	CR30000000000	RN30100000000	HO30101100000	3011910500	Agra Fort HO		28320101	DV30101000000	HO30101100000
PO30101107000	Bhadrauli SO	CR30000000000	RN30100000000	HO30101100000	3011910600	Agra Fort HO		28311301	DV30101000000	HO30101100000
PO30101108000	Dayal Bagh	CR30000000000	RN30100000000	HO30101100000	3011910700	Agra Fort HO		28200501	DV30101000000	HO30101100000
PO30101109000	Etmadpur	CR30000000000	RN30100000000	HO30101100000	3011910800	Agra Fort HO		28320201	DV30101000000	HO30101100000
PO30101110000	Fatehabad Bazar	CR30000000000	RN30100000000	HO30101100000	3011910900	Agra Fort HO		28311101	DV30101000000	HO30101100000
PO30101111000	Fatehabad	CR30000000000	RN30100000000	HO30101100000	3011911000	Agra Fort HO		28311102	DV30101000000	HO30101100000
PO30101112000	Foundary Nagar	CR30000000000	RN30100000000	HO30101100000	3011911100	Agra Fort HO		28200601	DV30101000000	HO30101100000
PO30101113000	GG Industries	CR30000000000	RN30100000000	HO30101100000	3011911200	Agra Fort HO		28200403	DV30101000000	HO30101100000
PO30101114000	GM Khan	CR30000000000	RN30100000000	HO30101100000	3011911300	Agra Fort HO		28200305	DV30101000000	HO30101100000
PO30101116000	Hospital Road	CR30000000000	RN30100000000	HO30101100000	3011911500	Agra Fort HO		28200301	DV30101000000	HO30101100000
PO30101117000	INDUSTRIAL EST...	CR30000000000	RN30100000000	HO30101100000	3011911600	Agra Fort HO		28200602	DV30101000000	HO30101100000
PO30101118000	JAITPUR SO	CR30000000000	RN30100000000	HO30101100000	3011911700	Agra Fort HO		28311401	DV30101000000	HO30101100000
PO30101125000	KHANDAULI SO	CR30000000000	RN30100000000	HO30101100000	3011912400	Agra Fort HO		28312601	DV30101000000	HO30101100000
PO30101126000	Labour Colony S...	CR30000000000	RN30100000000	HO30101100000		Agra Fort HO		28200404	DV30101000000	HO30101100000
PO30101127000	NV COLONY	CR30000000000	RN30100000000	HO30101100000	3011912500	Agra Fort HO		28200407	DV30101000000	HO30101100000
PO30101128000	NEW AGRA	CR30000000000	RN30100000000	HO30101100000	3011912600	Agra Fort HO		28200504	DV30101000000	HO30101100000
PO30101129000	PHULATTI BAZAR	CR30000000000	RN30100000000	HO30101100000	3011912700	Agra Fort HO		28200309	DV30101000000	HO30101100000
PO30101130000	PINAHAT	CR30000000000	RN30100000000	HO30101100000	3011912800	Agra Fort HO		28312301	DV30101000000	HO30101100000
PO30101131000	RAWATPARA SO	CR30000000000	RN30100000000	HO30101100000	3011912900	Agra Fort HO		28200310	DV30101000000	HO30101100000
PO30101133000	SHOE MARKET SO	CR30000000000	RN30100000000	HO30101100000	3011913000	Agra Fort HO		28200311	DV30101000000	HO30101100000
PO30101134000	SIKANDRA SO	CR30000000000	RN30100000000	HO30101100000	3011913100	Agra Fort HO		28200702	DV30101000000	HO30101100000
PO30101135000	SUBJI MANDI SO	CR30000000000	RN30100000000	HO30101100000	3011913200	Agra Fort HO		28200703	DV30101000000	HO30101100000
PO30101126000	TAJ NAGRI	CR30000000000	RN30100000000	HO30101100000	3011913200	Agra Fort HO		28200401	DV30101000000	HO30101100000

Few Important T-Codes

T-Code	Description	Execution
ZFID	To get the office details like facility/ Profit/ Cost centre etc	SAP -> ZFID and press ENTER Select the office type (HO/PO/BO etc) Input the PIN CODE Select the variant as “PTC” Click on Execute button or press F8 Report can be generated to Excel
SU01D	To check assigned roles	SAP -> SU01D and press ENTER Input the User ID and click on spex icon
ZRFBL3N	To get DOP cash for one day (4867100010)	SAP -> ZRFBL3N Input the profit centre Input the date for which report is required Click on execute button or press F8
ZRFBL3N	To get POS cash for one day (4867100011)	SAP -> ZRFBL3N Input the profit centre Input the date for which report is required Click on execute button or press F8

Few Important T-Codes

T-Code	Description	Execution
ZFI_CASHBAL	To check POS cash for multiple office for a single day (4867100011)	SAP -> ZFI_CASHBAL Input the GL Account Select the posting date OR posting period Select Profit Centre OR Divisional Office ID Click on Execute button or press F8.
ZFI_CASHBAL	To check the closing balance (DOP Cash) of multiple office for a single day (4867100010)	SAP -> ZFI_CASHBAL Input the GL Account Select the posting date OR posting period Select Profit Centre OR Divisional Office ID Click on Execute button or press F8
ZFR_DAY_NEW	To generate the Daily Account	SAP-> ZFR_DAY_NEW Input the profit centre Input the date for which daily account is to be generated Click on Execute Button or F8 (Same T-code will be used for generating BODA by providing the BO profit centre)

Few Important T-Codes

T-Code	Description	Execution
FAGLL03 4200020009	To check postman liability	SAP → FAGLL03 → Enter GL A/C 4200020009→ Click on 'ALL ITEMS' POSTING DATE (FROM---TO) → Click on Customs Selection (CTRL+F1) → ENTER PROFIT CENTRE ID → CTRL+S (SAVE)→ F8 (EXECUTE)→ Report gets generated. Ensure that closing balance should be ZERO.
FAGLL03 4200030002	To check VP clearing account	SAP → FAGLL03 → Enter GL A/C 4200030002→ Click on 'ALL ITEMS' POSTING DATE (FROM---TO) → Click on Customs Selection (CTRL+F1) → ENTER PROFIT CENTRE ID → CTRL+S (SAVE)→ F8 (EXECUTE)→ Report gets generated. Ensure that closing balance should be ZERO.
ZVPP_RETRIEVAL	To retrieve the data of VP articles for VPMO booking	Input the VP article number and click on execute button or press F8

Few Important T-Codes

T-Code	Description	Execution
FAGLL03 8844601250	To check SP COD Clearing Account	SAP → FAGLL03 → Enter GL A/C 8844601250→ Click on 'ALL ITEMS' POSTING DATE (FROM---TO) → Click on Customs Selection (CTRL+F1) → ENTER PROFIT CENTRE ID → CTRL+S (SAVE)→ F8 (EXECUTE)→ Report gets generated. Ensure that closing balance should be ZERO.
FAGLL03 8844601470	To check BP COD clearing Account	SAP → FAGLL03 → Enter GL A/C 8844601470 → Click on 'ALL ITEMS' POSTING DATE (FROM---TO) → Click on Customs Selection (CTRL+F1) → ENTER PROFIT CENTRE ID → CTRL+S (SAVE)→ F8 (EXECUTE)→ Report gets generated. Ensure that closing balance should be ZERO.
FAGll03 8878100070	To check MO Issue /MO Paid figures	SAP → FAGLL03 → Enter GL A/C 8878100070 → Click on 'ALL ITEMS' POSTING DATE (FROM---TO) → Click on Customs Selection (CTRL+F1) → ENTER PROFIT CENTRE ID → CTRL+S (SAVE)→ F8 (EXECUTE)→ Report gets generated.

Few Important T-Codes

T-Code	Description	Execution
FBL1N	To check postman liability	SAP -> FBL1N -> Input Vendor Account (select search option -> Input Postal Code -> Input Vendor Code as 6*) Under TYPE -> tick all options -> Click on Execute or Press F8.
ZFI_CASHTRANSFER	To check cash sent to other offices	SAP -> ZFI_CASHTRANSFER -> Input Company Code as DOPI -> Input the Profit Centre -> Input the Circle Code -> Input FROM and TO date -> Click on Execute or F8 and analyse the report.
ZEMO_UNPAID	To check the details of unpaid eMOs of a office.	SAP -> ZEMO_UNPAID -> Input the facility ID -> Input the eMO receive date (range should be 30 days). Click on Execute Button or press F8
ZEMOUNPAIDREP	To check the eMOs unpaid under the Division	SAP ->ZEMOUNPAIDREP Input the Division Facility ID -> Input the date range -> Click on execute button or Press F8. Report gets generated.

Few Important T-Codes

T-Code	Description	Execution
FAGLL03	To compare McCamish figures with CSI	SAP -> FAGLL03 -Click GO TO -> Variants -> Get (Shift+F5) -> Type Variant name as PTC PLI -> Remove user ID from Created by Column -> Click on All Items Posting Date -> Click on multiple selection -> Input the date as per your requirement -> Click on copy or press F8 -> Go to Custom Selection(Ctlr+F1) -> input the profit centre -> Click on Floppy button or Press Ctrl+S together -> Click on F8 or Execute button
FAGLL03 4867100000	To check the cash in transit	SAP → FAGLL03 → Enter GL A/C 4867100000→ Click on 'ALL ITEMS' POSTING DATE (FROM---TO) → Click on Customs Selection (CTRL+F1) → ENTER PROFIT CENTRE ID → CTRL+S (SAVE)→ F8 (EXECUTE)→ Report gets generated. Ensure that closing balance should be ZERO. If any amount is there is the closing balance, should be cross checked with physical records.

Few Important T-Codes

T-Code	Description	Execution
MB52	To check the balance of postage stamps and stationery	SAP→ TYPE MB52 IN T-CODE COLUMN → ENTER PLANT NUMBER (H.O.) → ENTER STORAGE LOCATION → CLICK ON 'NO ZERO STOCK LINES' → CLICK ON 'NON-HEIRARCHICAL REPRESENTATIONS' → CLICK ON F8
MB51	To check the invoices	SAP->MB51-> Input PLANT ID -> Input storage location-> click on execute
FAGLL03 (CIRCLE BASED)	Bank Drawings	SAP → FAGLL03 → Enter GL A/C **********→ Click on 'ALL ITEMS' POSTING DATE (FROM---TO) → Click on Customs Selection (CTRL+F1) → ENTER PROFIT CENTRE ID → CTRL+S (SAVE)→ F8 (EXECUTE)→ Report gets generated. Document Type = DB (Drawn From Bank)
FAGLL03 (CIRCLE BASED)	Bank Remittance	SAP → FAGLL03 → Enter GL A/C **********→ Click on 'ALL ITEMS' POSTING DATE (FROM---TO) → Click on Customs Selection (CTRL+F1) → ENTER PROFIT CENTRE ID → CTRL+S (SAVE)→ F8 (EXECUTE)→ Report gets generated. Document Type = BR (Bank Remittance)

Few Important T-Codes

T-Code	Description	Execution
FCHI	To view the cheque lots	SAP -> FCHI -> Input Company code as DOPI -> Input the House Bank -> Input the Account ID as D0001 -> click on Spex icon to view the cheque lots.
FCHN	Verification of used cheque leaves	SAP -> FCHN -> Input Paying Company code as DOPI -> Input the House Bank -> Input Account ID as D0001 -> Click on Further Selection Tab -> Input the FROM and TO date of issue (as per your requirement), -> Click on PMNT date -> Click on Sort in Ascending Order-> Analyse the report

Few Important T-Codes

T-Code	Description	Execution
ZMO_FKG_LICENSES	To check Franking Machine Licenses	SAP → ZMO_FKG_LICENSES → CLICK ON LICENSING AUTHORITY (NUMBER) → SEARCH BY YOUR DIVISION NAME → LICENSE GENERATION DATE (FROM—TO) [FROM DATE SHOULD BE PRIOR TO MINIMUM 5 YEARS] → EXECUTE (F8) → LIST OF FRANKING LICENSES WILL BE SHOWN
ZMO_FKG_USAGE	To check the usage of Franking Machine	SAP → ZMO_FKG_USAGE → ENTER LICENSE NUMBER—CR NO. → ENTER THE LICENSING AUTHORITY NUMBER (DIVISION CODE) [CAN BE SEARCHED ON CHECK BOX] → CONNECTION DATE (FROM --- TO) → EXECUTE (F8)
ZDOP_MAIN	To open DOP Main Screen	SAP -> ZDOP_MAIN

Few Important T-Codes

T-Code	Description	Execution
ZHR_ERDETAILS	To see Establishment register	SAP -> ER_DETAILS -> Input the Facility ID -> Click on Execute Button. Report gets generated. Analyse the report
ZHR_LEAVE_REPORT	To view leave report	SAP -> ZHR_LEAVE_REPORT -> Select the required option under PERIOD -> Input the employee ID -> Click on Execute Button.
ZHR_LEAVE_BALANCE	To view leave balance report	SAP -> ZHR_LEAVE_BALANCE -> Input the employee ID and click on Execute button
ZHR_POST_RELATIONS	To see the post to post relations	SAP -> ZHR_POST_RELATIONS -> Input the employee number -> Select the relation from searcher button -> click on execute button.

भारतीय डाक

India Post

Thanks