

## **Cheque Liability creation for POSB Customer for Maturity/Interest Payment**

Customers can close their accounts pre-maturity or on/after maturity through various payment methods, including cash (if the amount is less than Rs. 20,000), POSB credit, interest credit, other bank credit, or cheque. For payments via cheque, it's essential to create a liability in the SAP module. Here's a step-by-step guide on how to do this:

### **Step-by-Step Guide:**

#### **1. Invoke F-02 in SAP Module**

To start the process, log in to the SAP module and invoke transaction F-02.

#### **2. Fill in the Following Details:**

- **Document Date**
- **Posting Date**
- **Type:** DR
- **Company Code:** DOPI
- **Currency Rate:** INR

#### **3. First Line Item**

- **Pstky:** 40
- **Account:** 4200030013 (Postmaster Cheque Account GL)

Press Enter.

#### **4. Enter Maturity/Interest Amount**

- **Amount:** [Enter the maturity/interest amount to be paid to the PBS Customer]
- Click on 'More' to enter the Profit Center, then press Enter.

#### **5. Next Line Item**

- **Pst Ky:** 11
- **Account:** 7000000320
- Press Enter.

#### **6. Fill in Customer Details:**

- **Title**
- **Name**
- **City**
- **Pincode (Postal Code)**
- **Country:** IN

- Press Enter and enter the amount again.

## **7. Simulate and Post the Document**

- Press Shift+F9 or click on Document > Simulate to review.
- Press Ctrl+S or click on Document > Post to finalize.

## **8. Note Down the Document Number**

Make sure to note down the Document Number for future reference.

### **For Cheque Issuance:**

#### **If the Post Office is a Cheque Issuing Office:**

- The Postmaster/SPM can issue a cheque directly using transaction F-58.

#### **For Other Sub Offices:**

- The SPM should raise a request for issuing a cheque to the concerned Head Post Office using transaction ZF110.

### **Cheque Request Process:**

#### **1. Invoke ZF110 in SAP Module**

- Click on 'CQ Request Initiation' and press Enter.

#### **2. Fill in the Following Details:**

- **Customer:** 7000000320
- **Fiscal Year:** 2024
- **Document No:** [Enter Document Number]

Press Enter and submit the request.

### **Approval Process:**

#### **Login as SPM:**

- Invoke transaction ZF110 and go to the Approval section.
- Approve the request.

By following these steps, you can efficiently manage the maturity/interest payments for Post Office Savings Banking customers, ensuring a smooth and accurate process for issuing cheques.