

# Cheque liability creation for POSB Maturity/interest payment

Account holders have the flexibility to close their accounts either before or after maturity, using various payment methods. Here are the available options:

- **Cash** (for amounts less than Rs. 20,000)
- **POSB credit**
- **Interest credit**
- **Credit from other banks**
- **Cheque** (requires creating a liability in the SAP module)

To ensure a seamless process, follow our step-by-step guide on creating a liability in the SAP module for cheque payments.

## Step-by-Step User Guide for Creating Liability in SAP

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

- Login to the SAP Module.
- Invoke the Tcode 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 (Debit Entry)
- **Account:** 4200030013 (GL for Postmaster Cheque Account)
- Press Enter.

### 4. Enter POSB Maturity/Interest Amount

- **Amount:** [Enter the maturity/interest amount to be paid to the Post Office Savings Bank Customer]
- Click on 'More' to enter the Profit Center, then press Enter to update the Profit Center and return to the main screen.

### 5. Next Line Item

- **Pst Ky:** 11 (Credit Memo)
- **Account:** 7000000xxx (One time PBS Customer). [[Click here to download PBS one-time Customer of your Circle](#)]
- Press Enter.

### 6. Fill in Customer Details:

- **Title**
- **Name**
- **City**
- **Pincode (Postal Code)**

- **Country:** IN
- Press Enter and re-enter the amount.

#### 7. Simulate and Post the Document

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

#### 8. Note Down the Document Number

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

### For Cheque Issuance:

- The Postmaster/SPM can issue a cheque directly using transaction F-58 if the Post Office is a Cheque Issuing Office.

### For Other Sub Offices:

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

#### Cheque Requesting Process:

1. Invoke ZF110 in SAP Module
  - Click on 'CQ Request Initiation' and press Enter.
2. Fill in the Following Details:
  - **Customer:** 7000000xxx. [[Click here to download the PBS one-time Customer of your Circle](#)]
  - **Fiscal Year:** 2024
  - **Document No:** Enter the liability document created
  - Press Enter and submit the request.

### Approval Process:

- **Login as SPM:**
  - Invoke transaction ZF110 and go to the Approval section.
  - Approve the request.