

FABS DIRECTORATE

User Manual for Pakistan Post Office Department

**Web Portal for uploading of Receipts and
Payments of Cash Account into SAP system**



Business Process Overview:

In order to facilitate decision makers to obtain information from GPOs on daily basis, a web portal has been developed by FABS Directorate. The receipts and payments of daily cash account of a GPO can be uploaded into SAP system from a text file, using this portal.

For uploading, one nominated resource of a GPO is provided with user name information. The users must keep their logon information highly confidential and do not share it. The receipts and payments data of cash account of a GPO is usually prepared on an excel sheet. User will have to prepare a text file on the format as given below:

Cost center	GL	Amount	D/C	Transaction Date	User Name	PW
GPO-RWP	A07401	15000	D	20190115	GPO-RWP	123456
GPO-RWP	E02502	5000	C	20190115	GPO-RWP	123456
GPO-RWP	B02701	5000	C	20190115	GPO-RWP	123456
GPO-RWP	C02501-99	5000	D	20190115	GPO-RWP	123456
GPO-RWP	G07106-15	5000	C	20190115	GPO-RWP	123456

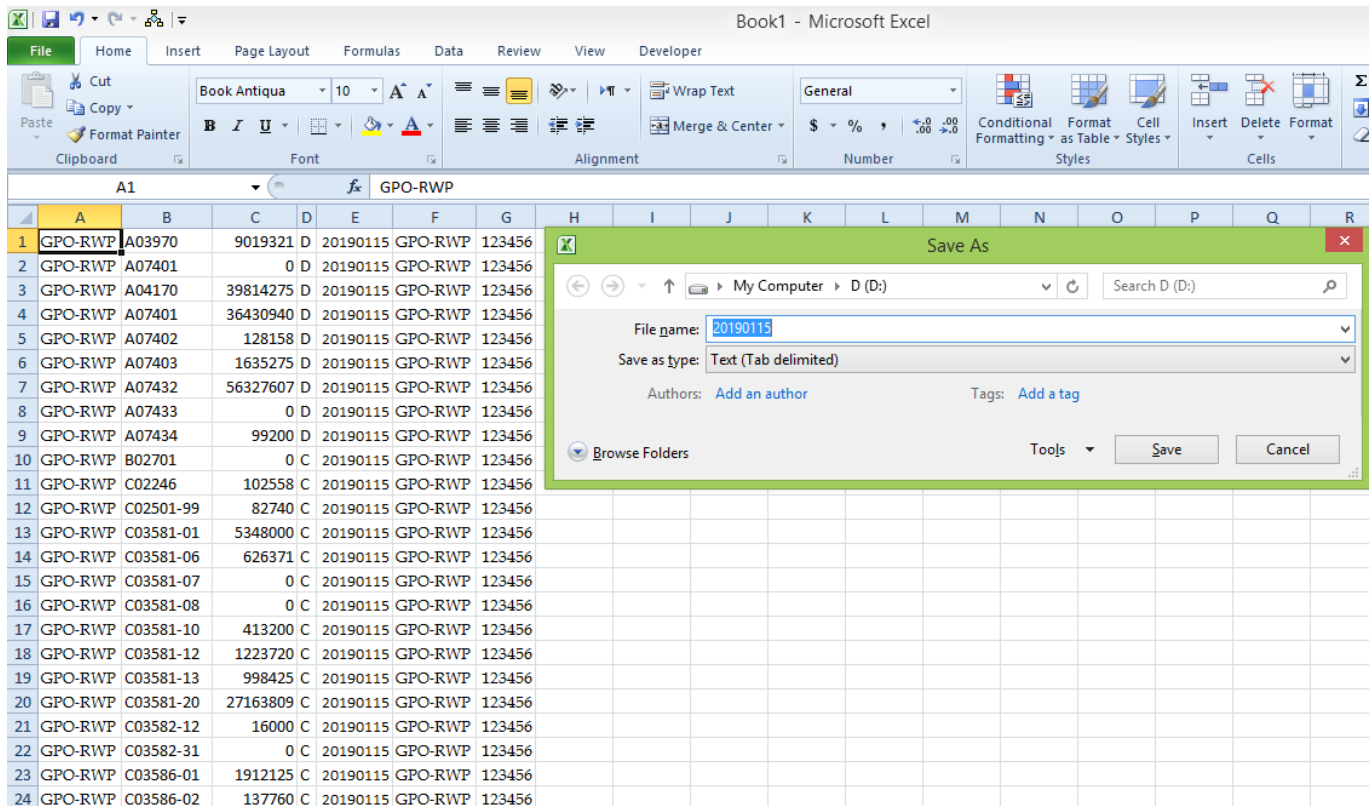
Fields	Description
Cost center	7 characters field which is same as User Name
GL	Head of account of receipt and payment from cash account. A list is available in the web portal link.
Amount	Amount in head of account currency i.e. rupees
D/C	1 alpha field in capital letter. Alphabet D is used for payments of cash account and alphabet C is used for receipts of cash account.
Transaction Date*	8 digits field used for date of cash account.
User Name	7 characters field. One User name is allowed to each GPO for uploading data.
PW	Secret code/Password of the user

***Note:-** The data of a date must be uploaded by the end of that day/date so that it may be available to decision makers on next day/date. The date in upload file must always be in **reverse order** i.e. YearMonthDate. For example, the date of cash account of 15.01.2019 must be 20190115 in upload file. Any other rows and columns must be deleted. There must not be blank row or column in the data.

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Process Steps:

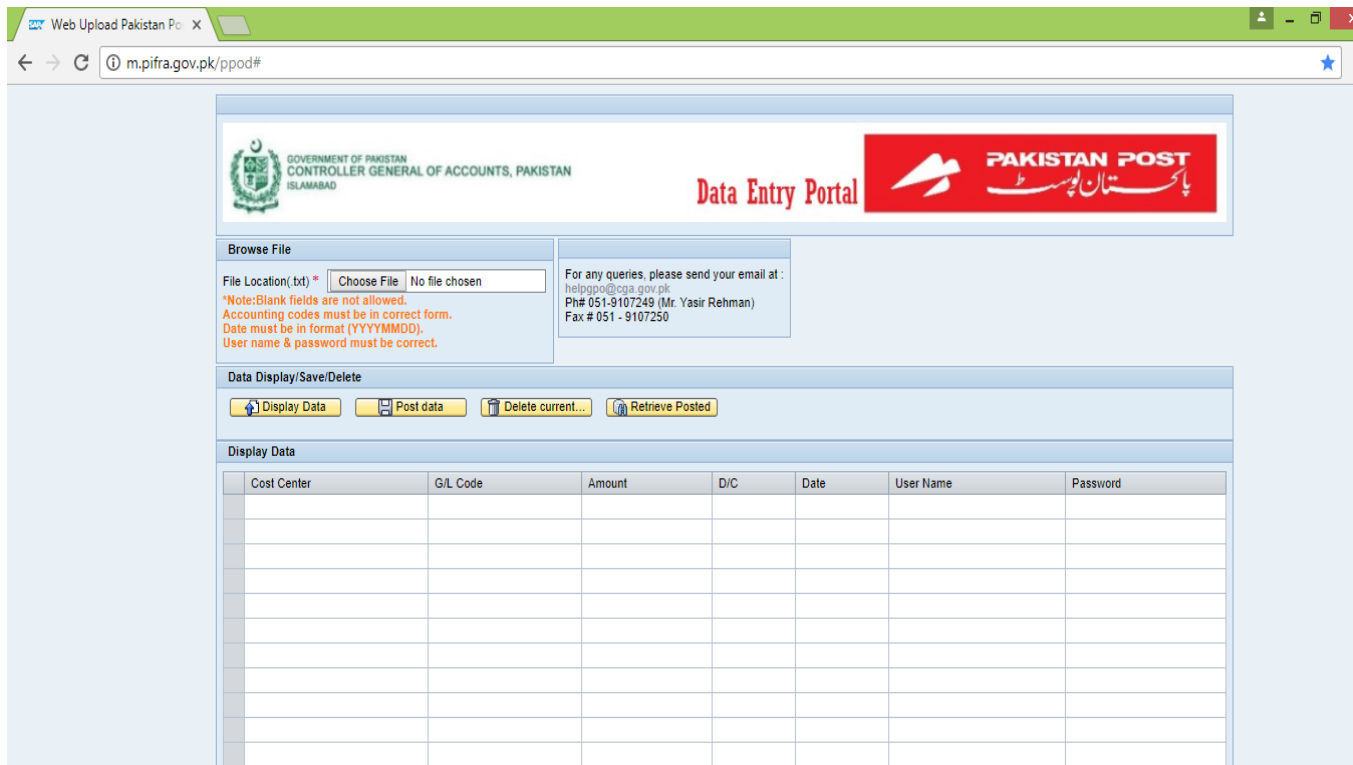
Step 1: Prepare an Excel file and **Save As** in “Button delimited” format, the file name may be the date of cash account e.g. 20190115. A screen shot of a sample file is given below:

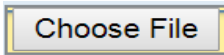
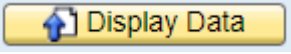
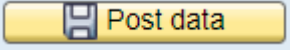
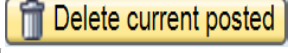



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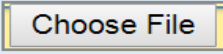
Step 2: Open your internet web browser (internet explorer or google chrome) and enter/copy paste web link <http://m.pifra.gov.pk/webupload#>, and press enter button.

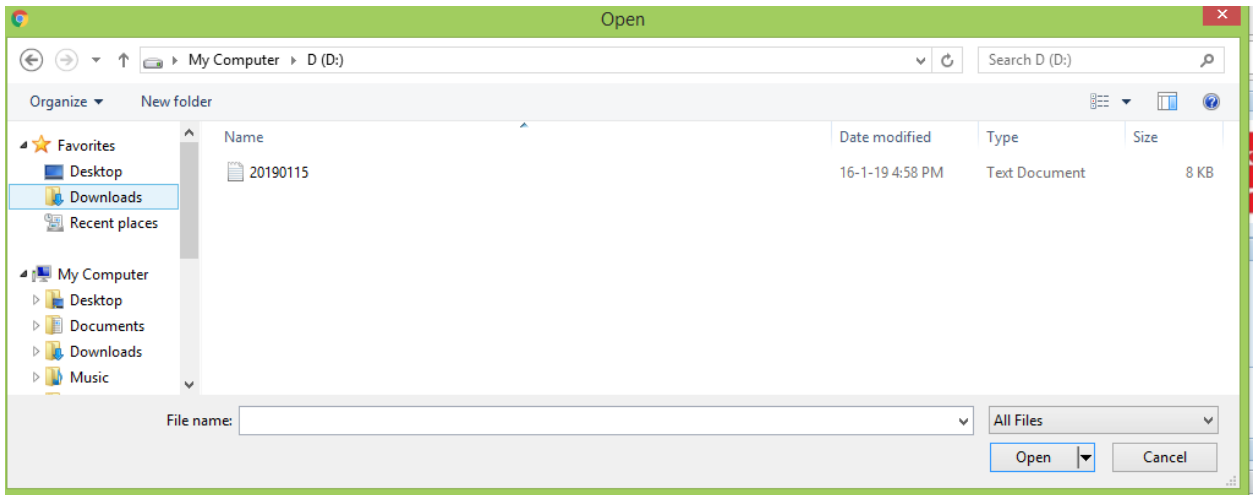
The following screen will appear:



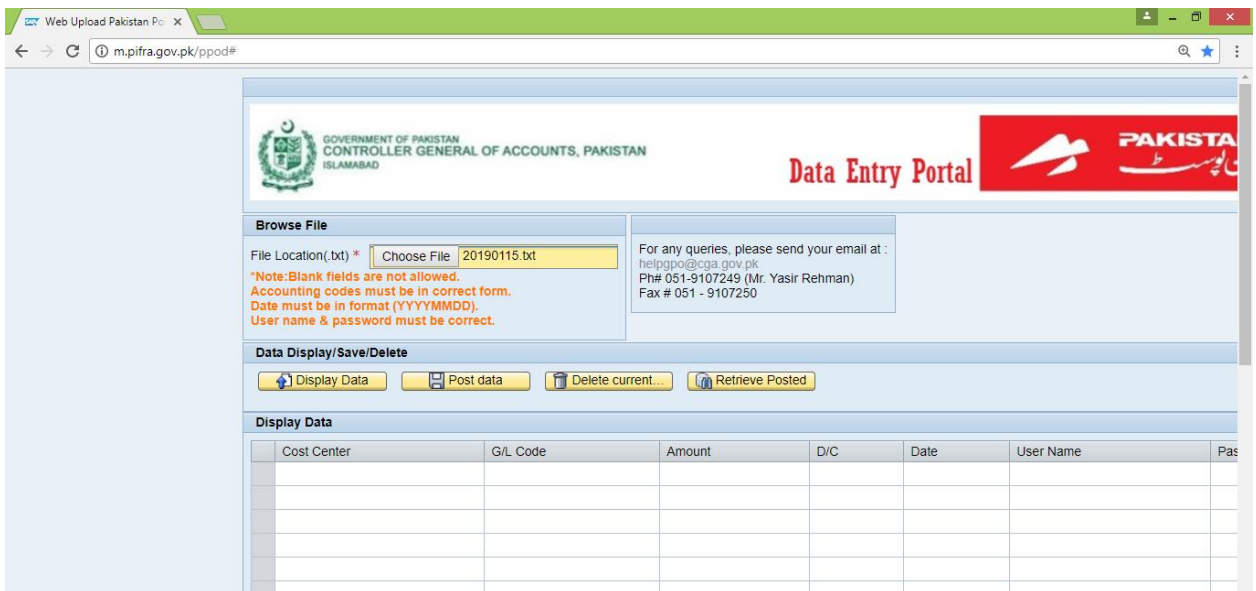
Web Icon/ Button	Purpose
	Choose File Button is used/ clicked to specify location of upload text file in computer
	Display Data Button is used/ clicked to display text file from computer into web portal
	Post Data Button is used/ clicked to save text file into SAP for decision makers
	Delete Current Posted Button is used/ clicked to delete posted/saved data for a chosen file/date
	Retrieve Posted Button is used/ clicked to view posted data for a chosen file/date

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Step 3: Click on Button  Following screen will appear:



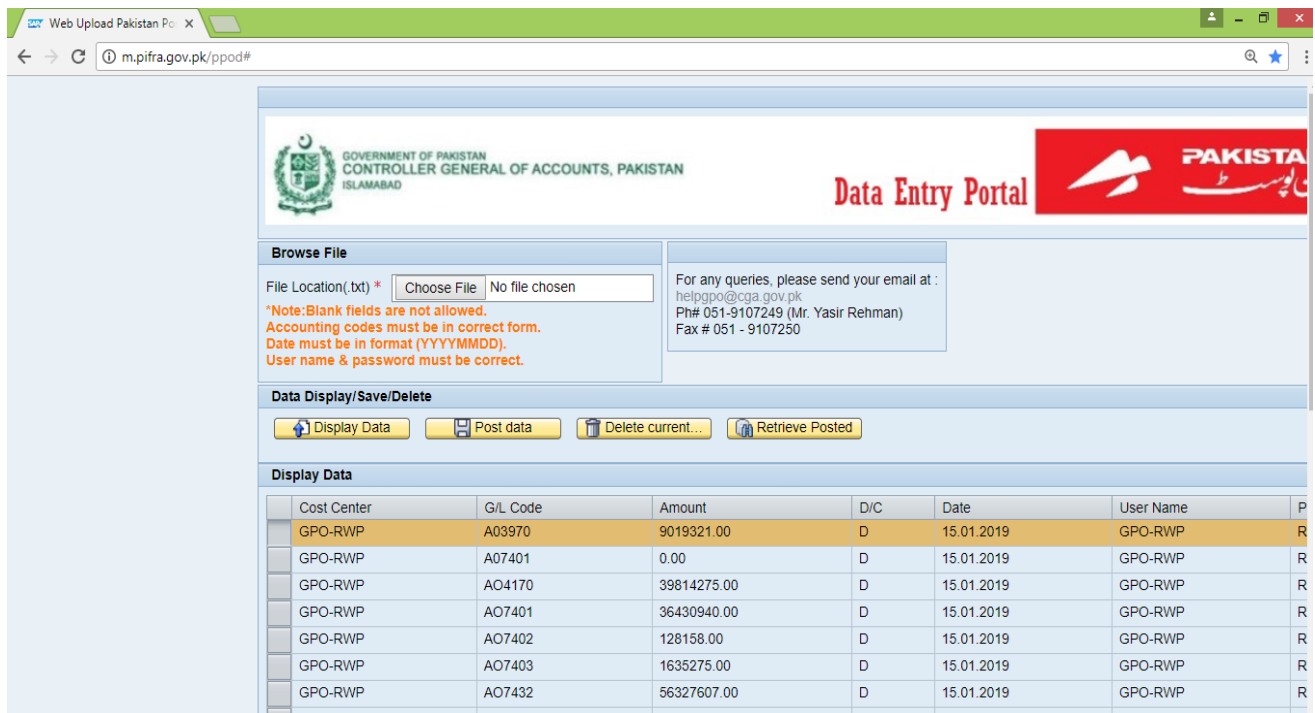
Double click on the file 20190115. Following screen will appear:



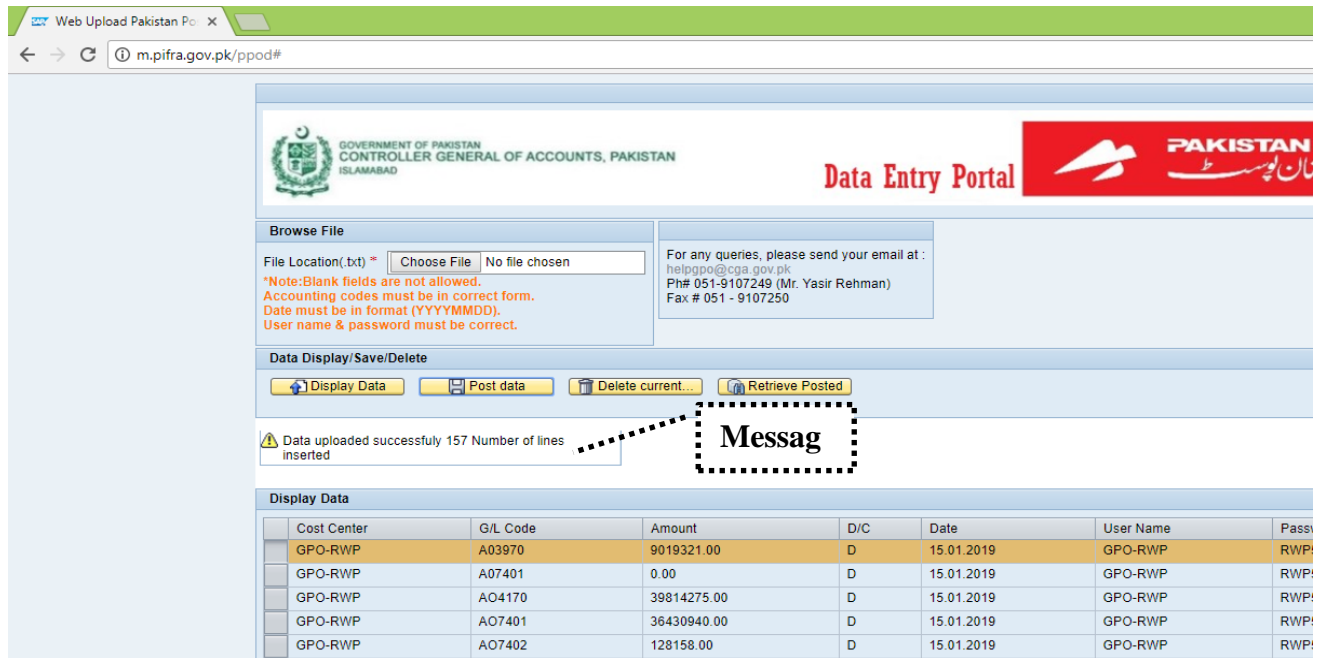
Click on Button 

The following screen will appear:

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Step 4: Click on Button This will post text file data into SAP system for decision makers. A message will appear on top of the screen as shown below:



For Deletion or Retrieval of Posted Data:-

A file for a particular date will not be uploaded twice. However, if user has to change or delete an incorrect posted file of a particular date, he will have to do Step 1 i.e. choose file of that date, then click on Button “**Retrieve Posted**” and then click on Button “**Delete Current Posted**”. Afterwards, he may prepare a correct file for that date to upload & post through Step1 to 4.

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