

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 log in information. The users must keep their log in 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. For uploading through portal, 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. The daily opening and closing balances must be inserted into following GLs: F01508-01 Pakistan Post Office(Daily Opening Balance) F01508-99 Pakistan Post Office(Daily Closing Balance)
Amount	Amount in head of account currency i.e. rupees
D/C	1 alphabet field in capital. 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

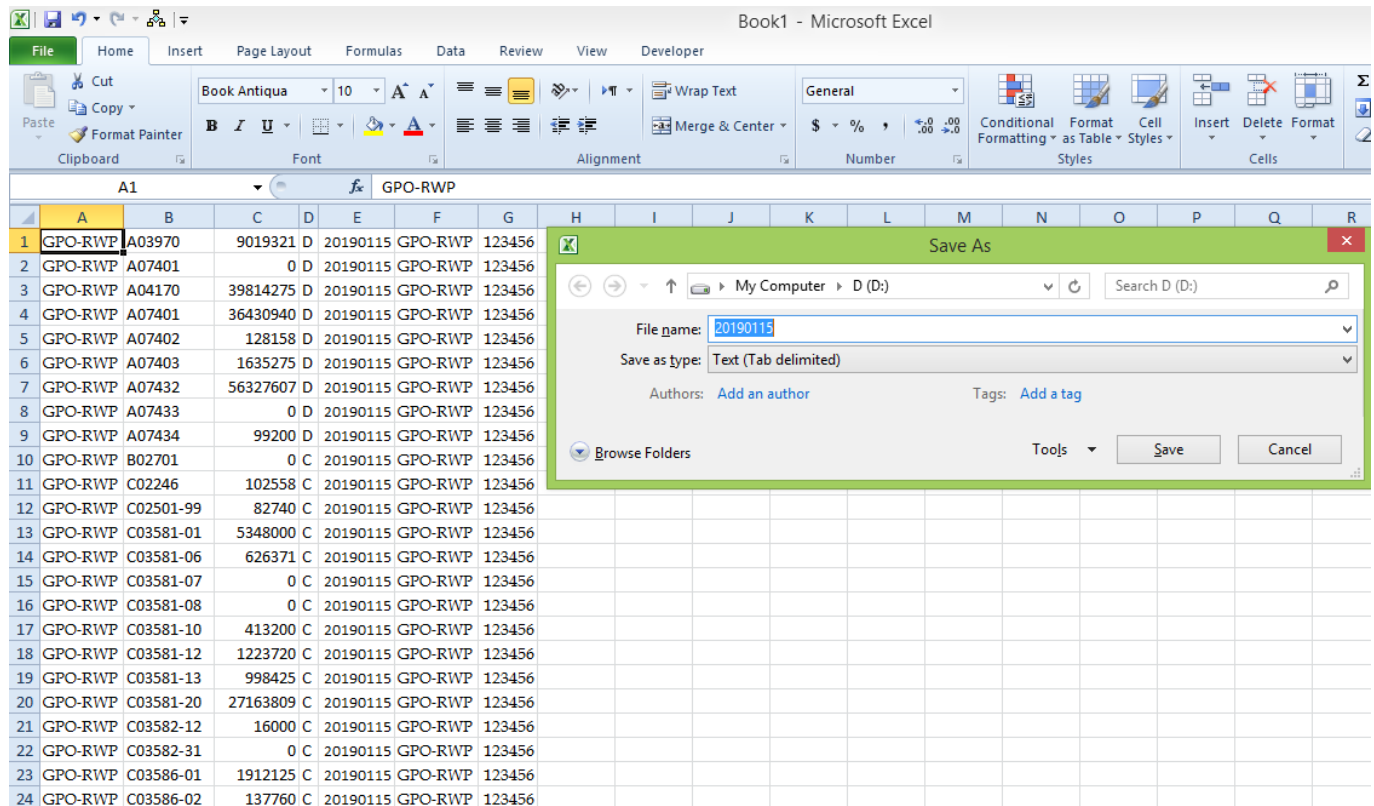
***Note:-** The data of a date must be uploaded by the end of day/date so that it may be made available to decision makers on next day/date. The date in upload file must always be in **reverse order** i.e. YearMonthDate. For example, the date of cash account of 15.01.2019 must be 20190115 in upload file.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

The header row containing (Cost center, GL, Amount etc.) must not be in the upload file.

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Process Steps:

Step 1: Prepare an Excel file on the upload format from receipts and payments of cash account and **Save As** in “text (Tab 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/ppod>, and press enter button.

The following screen will appear:

http://m.pifra.gov.pk/ppod

Web Upload Pakistan Post ...

GOVERNMENT OF PAKISTAN
CONTROLLER GENERAL OF ACCOUNTS, PAKISTAN
ISLAMABAD

Data Entry Portal

PAKISTAN POST
پاکستان پوسٹ

Browse File

File Location(.txt) * Browse...

*Note:Blank fields are not allowed.
Accounting codes must be in correct form.
Date must be in format (YYYYMMDD).
User name & password must be correct.

Contact Details

For any queries, please send your email at :
helpppo@cga.gov.pk
Ph# 051-9107249 (Mr. Yasir Rehman) Fax # 051 - 9107250

Help

User Manual
PPAD Head Of Account List

Data Display/Save/Delete

Display Data Post data Delete current p... Retrieve Posted

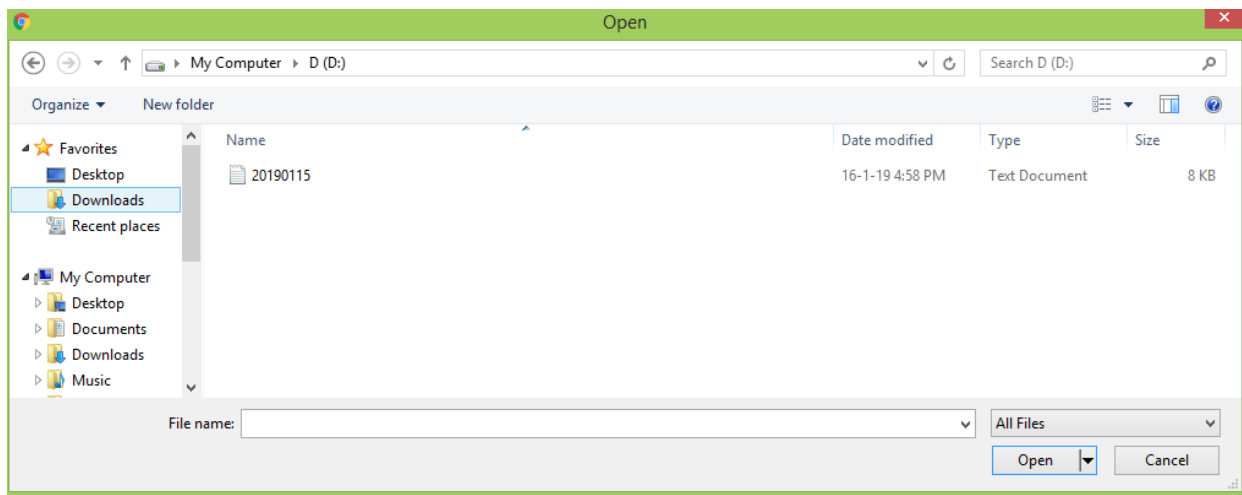
Display Data

Cost Center	G/L Code	Amount	D/C	Date	User Name	Passw ord

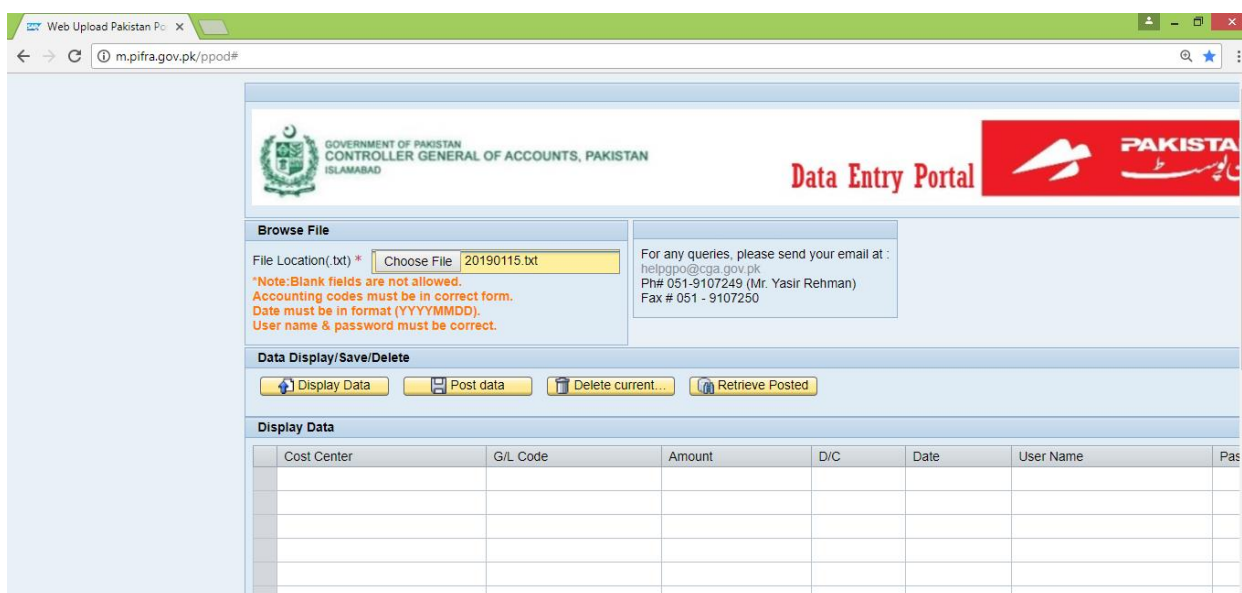
Web Icon/ Button	Purpose
	Choose File Button is used/ clicked to specify location of upload text file in computer
	Display Data Button is used/ clicked to display text file from computer into web portal
	Post Data Button is used/ clicked to save text file into SAP for decision makers. Data for a date cannot be uploaded twice.
	Delete Current Posted Button is used/ clicked to delete posted/saved data for a chosen file/date. User may upload data for a date again, after deleting it.
	Retrieve Posted Button is used/ clicked to view posted data for a chosen file/date

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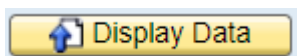
Step 3: Click on Button Following screen will appear:



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



Click on Button



The following screen will appear:

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Web Upload Pakistan Po... X

m.pifra.gov.pk/ppod#

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Data Entry Portal

Browse File

File Location(.txt) * No file chosen

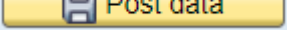
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Data Display/Save/Delete

Display Data

Cost Center	G/L Code	Amount	D/C	Date	User Name	P
GPO-RWP	A03970	9019321.00	D	15.01.2019	GPO-RWP	R
GPO-RWP	A07401	0.00	D	15.01.2019	GPO-RWP	R
GPO-RWP	AO4170	39814275.00	D	15.01.2019	GPO-RWP	R
GPO-RWP	AO7401	36430940.00	D	15.01.2019	GPO-RWP	R
GPO-RWP	AO7402	128158.00	D	15.01.2019	GPO-RWP	R
GPO-RWP	AO7403	1635275.00	D	15.01.2019	GPO-RWP	R
GPO-RWP	AO7432	56327607.00	D	15.01.2019	GPO-RWP	R

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:

Web Upload Pakistan Po... X

m.pifra.gov.pk/ppod#

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Browse File

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Data Display/Save/Delete

 Data uploaded successfully 157 Number of lines inserted

Display Data

Cost Center	G/L Code	Amount	D/C	Date	User Name	Pass
GPO-RWP	A03970	9019321.00	D	15.01.2019	GPO-RWP	RWP:
GPO-RWP	A07401	0.00	D	15.01.2019	GPO-RWP	RWP:
GPO-RWP	AO4170	39814275.00	D	15.01.2019	GPO-RWP	RWP:
GPO-RWP	AO7401	36430940.00	D	15.01.2019	GPO-RWP	RWP:
GPO-RWP	AO7402	128158.00	D	15.01.2019	GPO-RWP	RWP:

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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.

Note:-

The use manual and contact details for queries are also made available at web portal i.e. www.m.pifra.gov.pk/ppod, as shown below:

http://m.pifra.gov.pk/ppod

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