

SB ORDER NO. 9/2019

**F.No.25-07/2015-FS-CBS
Government of India
Ministry of Communications & IT
Department of Posts**

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Date: 13.09.2019

To,

All Heads of Circles/Regions
Addl. Director General, APS, New Delhi.

Subject: - Standard Operating Procedure (SOP) after implementation of GL Integration between CBS and CSI transactions.

Sir / Madam,

The competent authority has decided to roll out of GL Integration between CBS and CSI transactions. The GL Integration between CBS and CSI transactions pilot roll out will be started in Karnataka Circle from 15.09.2019 and Pan India roll out from 23.09.2019.

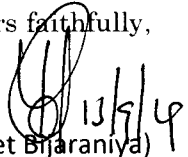
2. A "Standard Operating Procedure" after implementation of GL Integration between CBS and CSI transaction has been prepared in consultation with all stack holders. The SOP after implementation of GL Integration to be followed is enclosed herewith.

3. It is requested that this SB order should be circulated to all CBS Post Offices and it should be implemented accordingly..

This issues with the approval of competent authority.

Enclosed: - As above (Annexure)

Yours faithfully,


(Puneet Bijaraniya)
ADG (FS-II)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, RAKANPA, Ghaziabad.
7. All Directors, Postal Training Centers.
8. Director PTC Mysore for uploading the SB order on India Post Web Site.
9. Deputy Director (CEPT) O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. PS to Member (Banking)
15. PPS to DG Posts.
16. PPS to Secretary Posts.

Standard Operating Procedure for accounting of CBS Transactions in

Daily account post GLIntegration

Introduction – GL INTEGRATION

General Ledger (GL) is the backbone of accounting. GL code is available in finacle for all schemes. All office accounts are having GL sub head codes. GL Integration is mapping of Finacle GL codes with 10/15 digit CSI codes. All office accounts (Both System and Non system) which are hit during finacle transactions are mapped with 10/15 digit CSI codes. There are 479 GLs in Finacle. Out of which 209 GLs are mapped to CSI's 10/15 digit codes.

Accounting of CBS transactions in Daily Account

Existing practise of accounting CBS transactions in daily account will change post GL Integration. Finacle transactions are accounted in SAP through Voucher Tool (ZBF07) or through F-02 in SAP directly.

Post GL Integration, CBS transactions done in Finacle will get incorporated in CSI Daily account automatically in respective Profit Centre on NEXT DAY. Hence Daily account incorporating CBS Transactions can be generated only on NEXT DAY. Post offices **should not use** Voucher Tool (ZBF07) or F-02 for updating CBS transactions.

Change in Accounting

Currently CBS transactions are accounted in CSI Daily account based on TRANSACTION SOL ie Post office where the Transaction is performed. Post GL Integration, CBS transactions in Daily account will be accounted based on ACCOUNT SOL ie Post Office where the account stands. This is major change which Post Offices should consider while viewing the DAILY ACCOUNT.

Accounting of Branch Office Transactions

In CSI, each and every Post office (SO/HO/BO) is separate Profit Centre. Hence Transactions done in RICT devices **ALONE** will be accounted as Branch Office Transactions. RICT transactions will reflect in Branch office Daily account.

Transaction done using office account 0339 during EXCEPTIONAL scenarios will be accounted as ACCOUNT OFFICE Transaction only. Hence RICT rolled out offices are supposed to do transactions using RICT mode only.

Transactions of Non RICT Rolled out offices also will get incorporated as Account Office Transaction. Hence Branch office transactions done through 0339 office account will reflect in Account Office daily report.

Office account (0339) to be restricted for RICT ROLLED out offices post completion of RICT ROLL out.

CBS Data flow to CSI Daily Account

Circle wise files will be generated from Finacle post DC Closure. Hence CBS transactions will reflect in Daily account only on next day. Bigger circles are split into 2 files. Hence 30 files will be generated for a day. These GL files will contain GL wise and SOL wise data. These files will be moved to CSI

automatically through batch jobs to SFTP folder. CSI will consume these files from prescribed SFTP and post into concerned Profit Centre GLs on next day with actual transaction date. CBS Transactions of 06/09/2019 will get incorporated in 6th September daily account on 07/09/2019 morning. Post Office will be able to generate Daily report of SO/HO/BO on the next day. Branch Office daily account to be generated at Account Office.

Daily account will get generated only if there at least one cash transaction for that day.

Hence Post Offices should not post CBS Transactions in CSI daily account either through VOUCHER POSTING TOOL (ZBF07) or through F-02 post GL Integration.

Comparison – Existing Daily account and Daily account post GL Integration

SI.NO	Daily Account – Existing	Daily Account – Post GL Integration
1	Transactions are accounted based on Initiating SOL ie in Post office where the transaction was initiated	Transactions are accounted based on Account Sol ie Post office where the Account stands
2	CBS Transactions are incorporated in daily account on same day	CBS Transactions will be accounted in daily account of transaction day itself but incorporation on next day
3	Channel Transactions are not accounted Nodal Offices	Channel Transactions are accounted in the post office where account stands
4	RSAO ie Intersol entries in Finacle are not accounted	RSAO entries will be accounted in daily account
5	Interest Booking and Interest application entries in finacle are not accounted	Interest booking and Interest application entries will get accounted.
6	SOL Transfer entries are not accounted	SOL Transfer entries will be accounted
7	Scheme transfer entries are not accounted	Scheme transfer entries are accounted
8	GL Transfer entries are not accounted	GL Transfer entries will be accounted
9	BO transactions done both in Non RICT Mode and RICT mode are accounted in Branch Office daily account	Transactions done in RICT will be accounted in BO daily account, but transactions done in Non RICT mode will be accounted as Account Office transaction
10	CBS Transactions in Daily account can be tallied with SOL LOT/Consolidation	CBS Transactions can be tallied only with new report GL Daily Transaction Report – Detailed

How to tally CBS Transactions at close of day

Post Offices will continue to check LOT to tally their counter Cash. In CSI Rolled out offices, Counter PA should tally his physical cash with POS cash at close of day and ensure that POS cash is moved to DOP cash by proper logout from finacle.

Though channel transactions and Intersol transactions are reflected in Daily account, Cash will not get affected since these entries are tallied with RSAO entry.

In addition to existing LOT/Consolidation, 4 new reports are provided in Finacle MIS server for monitoring and tallying. These reports will be available only on NEXT day after generation of GL extracts.

Post Offices to use existing LOT/Consolidation for tallying counter Cash at end of same day . GL Daily Transaction report – Summary and Detailed can be used to tally the daily account on next day.

Changes in ATM Cash Loading Entries post GL Integration

Currently ATM cash forms part of Bangalore GPO cash and hence during cash loading ATM SOLs are **crediting 0007 (SBI) office account of Bangalore GPO and Debiting 0006 (ATM Cash account) of concerned ATM SOL.**Subsequently 4 entries are passed in CSI by ATM SOLs against Bangalore GPO.

Post GL Integration on day of cash loading, ATM SOL should use CTM menu and select **WITHDRAWAL**function . Following entry will be passed

Debit – ATM Cash account (0006) of ATM SOL

Credit – Teller cash of ATM SOL

No entries SHOULD be passed in CSI for ATM CASH LOADING post GL Integration.

Post Offices should be careful in passing the entries in CTM menu.

In case of CASH REMOVAL, DEPOSIT function to be selected in CTM menu and following entries will be passed

Credit – ATM Cash account (0006) of ATM SOL

Debit – Teller cash of ATM SOL

Sl.No	Scenario	Menu	Function	Accounting Entries
1	CASH LOADING	CTM	Withdrawal	Debit – ATM Cash account (0006) Credit – Teller Cash of ATM SOL
2	CASH REMOVAL(in case of ATM failure/exigency)	CTM	Deposit	Credit – ATM Cash account (0006) Debit – Teller Cash of ATM SOL

Changes in Accounting entries for the following scenarios post GL INTEGRATION

Sl.No	Scenario	Existing Daily account	GL Daily account
1	Counter Transactions	All Transactions performed in the POs across the counter (including Intersol) and Automatic credits accounted in Existing Daily account	Transactions performed across all channels by the accounts /customers in that SOL will be reflected in GL daily account.
2	Automatic entry MIS/SCSS/TD to SB	MIS wdl and SB deposit in SOL where SB account stands.	MIS Wdl and SB Deposit will be reflected in the SOL where account stands adjusted by RSAO
3	NACH – Chennai GPO	SB Deposit and Cash accounted in Chennai GPO	SB Deposit will reflect in account sol and Cash Debits(NACH) will be reflected in Chennai GPO adjusted by RSAO
4	Standing Instruction SB to RD	Both SB wdl and RD deposit will be accounted in SOL where Standing Instruction is initiated	SB Debit and RD Deposit will be reflected in SOL where these account stands adjusted by RSAO.
5	PMSS	SB Debit and APY /PMJBY/PMSBY credits in Nodal office – Sansad Marg	SB Debit in sol where account stands and APY/PMJBY/PMSBY credits in Sansad Marg adjusted by RSAO
6	Internet Banking	Both Credit and Debits legs in SB, RD, PPF, TD in Nodal SOL(Bangalore GPO)	SB,RD,PF,SSA deposits and withdrawal will reflect in the sol where account stands adjusted by RSAO for other sols.
7	IPPB	Both Credit and Debit in SB, RD, PPF, SSA, TD in Nodal SOL(Delhi DAP)	SB,RD,PPF,SSA,TD deposits and withdrawals will be reflected in the SOL where account stands adjusted by RSAO. In Nodal SOL only one leg will be reflected adjusted by RSAO
8	ATM (POSB txs in POSB ATMs)	SB Withdrawals and ATM debits are accounted in Bangalore GPO	SB Withdrawals will reflect in sol where account stands and ATM cash account debit in the ATM SOL adjusted by RSAO
9	ATM (POSB txs in other Banks ATMs)	SB Withdrawals and NFS debits are accounted in Bangalore GPO	SB Withdrawals will reflect in sol where account stands and NFS account debit in Bangalore GPO adjusted by RSAO
10	Other Bank card debit in POSB ATM	ATM CASH account debit and NFS credit. Both are accounted in Bangalore GPO	ATM CASH ACCOUNT Debit in ATM SOL and NFS credit in Bangalore GPO adjusted by RSAO
11	TDA /SBA accounts Maturity in other sol SB accounts	TDA Debit and SB Wdl shown in transaction sol	TDA debit and SB credit transactions are accounted in concerned SOL where account stands adjusted by RSAO
12	RICT txs	In concerned BO	In concerned BO
13	Non RICT TxS	In concerned BO	In account office as account office transactions
14	Interest Booking entries	Not accounted	In account sol

15	Interest application entries	Not accounted	In account sol
16	SOL MERGER	Not accounted	Debits in old SOL and credits in NEW SOL for all schemes
17	Scheme transfer	Not accounted	Both debit and credit of same scheme in same sol
18	GL Transfer	Not accounted	Debits in old SOL and credits in NEW SOL for all schemes
19	HRMS(Salary/Pension/Claims)	SB credits and Salary office debit accounted in DAP SOL	SB deposit in account sol and Salary/Pension/Claimoffice account debit in DAP sol adjusted by RSAO
20	Intersol deposits/wdls	Both debits and credits are accounted in Transaction sol	Only one leg will be accounted in Transaction SOL and other leg in SOL where account stands adjusted by RSAO

Reports available in Finacle MIS server

Four 4 new reports are provided in Finacle MIS Server for Monitoring by Circle Team and for tallying at Post Offices. All these reports can be viewed only after GL files are generated at FSI. In case if GL files are not generated due to delay in DC closure or anyother reason, this report will be blank till GL files are generated from FSI end.

1. GL Daily Monitoring Report – File name wise

This report will be used by Circle /Division Monitoring team to check list of GL files generated for a day at FSI end. When only date is given as Input criteria, list of files generated will be listed. If date and Circle ID are given as Input, files pertaining to that circle alone will be listed. In case if any file is regenerated for a day for any SOL/SET, those files also will be listed for that date.

Circle ID is CSI ID. Searcher is provided for selecting the Circle IDs if required.

FINRPT Report Generation

Transaction Description: [DL] Daily Monitoring report - File Name: asf

Output Details

Output File Name: [P1] | Report To: [P1]

Output Parameters

Case	
Circle Code	
Set ID-Set ID	

Search | Back

FINRPT Report Generation

Transaction Description: [DL] Daily Monitoring report - File Name: asf

Output Details

Output File Name: [P1] | Report To: [P1]

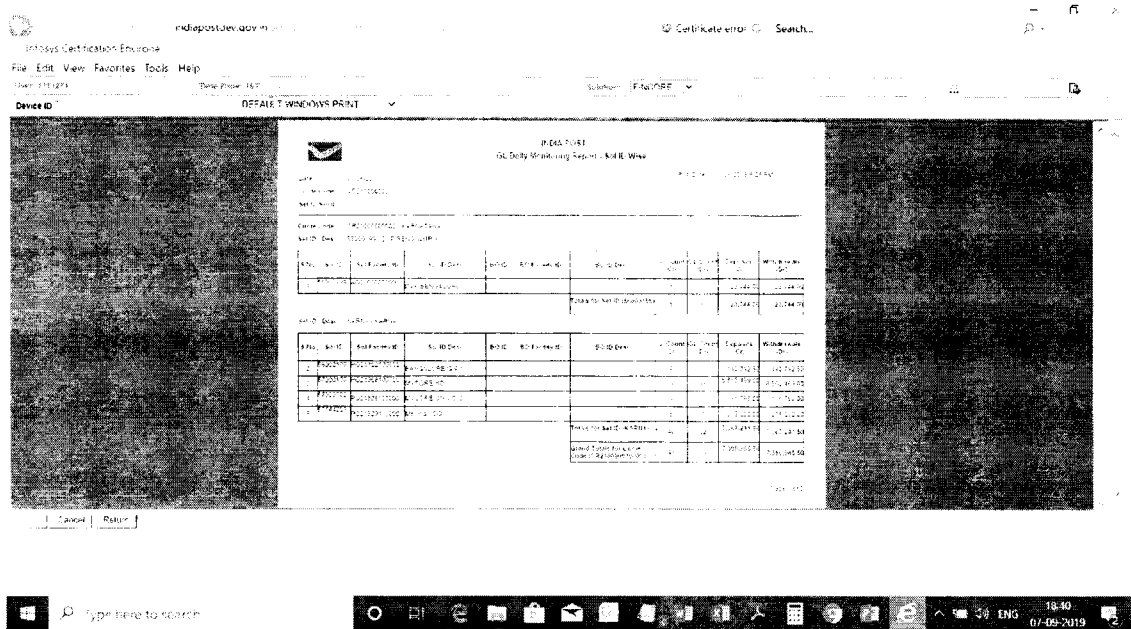
Output Parameters

Case	19AR0219
Circle Code	
Set ID-Set ID	

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Circle Code List - Webpage Dialog

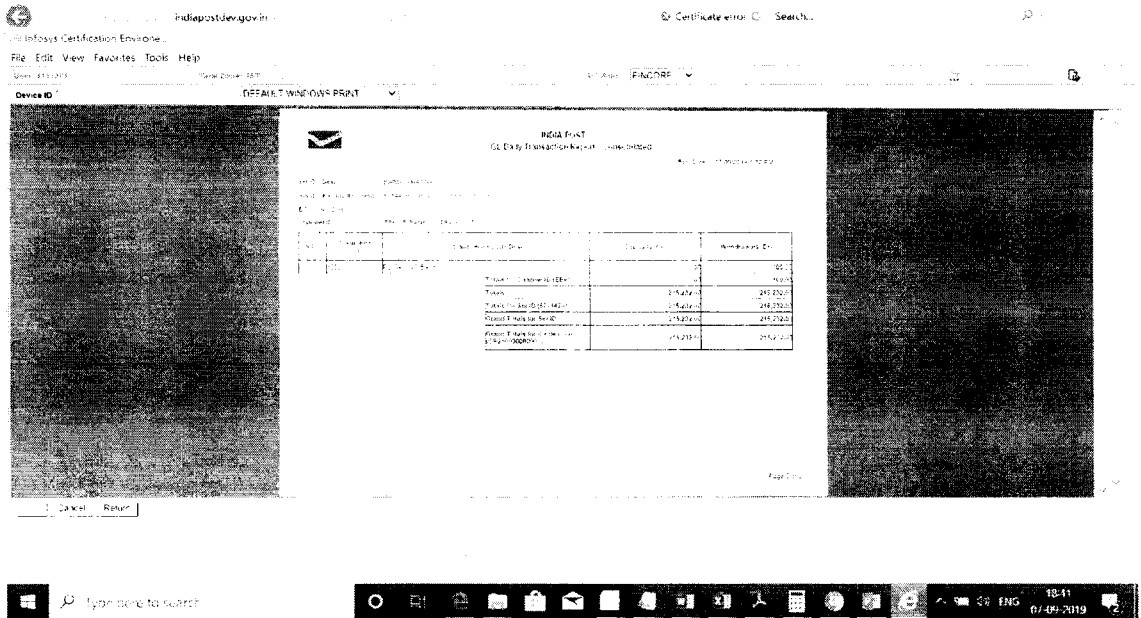
Circle Code	Circle Code Description
AN	ANDHRA PRADESH
AP	ANDHRA PRADESH
AR	ARUNACHAL PRADESH
AS	ASSAM
BH	BHARAT
CH	CHHATTISGARH
DL	DELHI
GU	GUJARAT
HA	HARYANA
HR	HIMACHAL PRADESH
JK	JAMMU AND KASHMIR



3. GL Daily Transaction Report – Summary

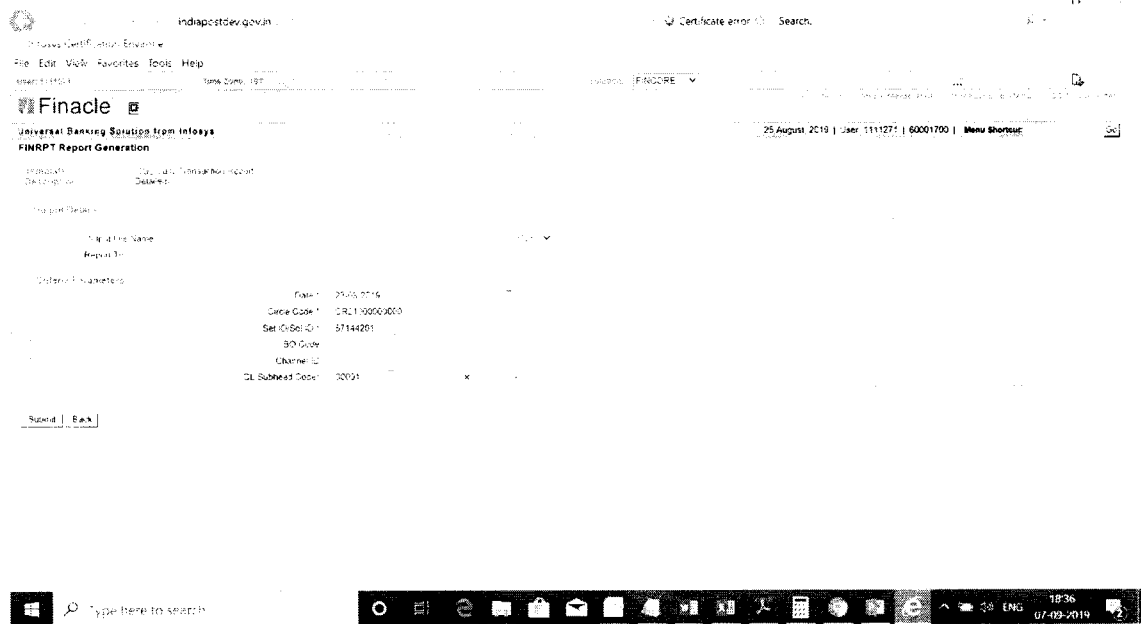
This report is very important report for the Post offices . This report will be consolidation of CBS transactions for that particular date. GL wise credit / Channelwise Debit and Credit amount will be listed in this report. These figures only be incorporated in CSI daily account. GLs which were hit on a particular day in that SOL/BO will be listed.

If Date, Circle ID and SOL ID are given as Inputs, CBS transactions happened across all channels for that date will be listed. In case if that Sol is having BO, transactions across that BO will also be listed.



4. GL Daily Transaction Report – Detailed

This report will list the details of the transactions against a particular GL code. Date, Circle Code and GL subhead code are mandatory fields. Transactions against that GL channelwise will be listed.



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FINRPT Report Generation

Generate this report for: [Device ID] [Device ID]

Output Details

Output File Name: [Device ID]

Report To: [Device ID]

Notes & Characteristics

- Date: [Device ID]
- Card Used: [Device ID]
- Set ID/EM ID: [Device ID]
- SO Code: [Device ID]
- Channel ID: [Device ID]

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FINRPT Report Generation

Generate this report for: [Device ID] [Device ID]

Output Details

Output File Name: [Device ID]

Report To: [Device ID]

Notes & Characteristics

- Date: [Device ID]
- Card Used: [Device ID]
- Set ID/EM ID: [Device ID]
- SO Code: [Device ID]
- Channel ID: [Device ID]

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