User manual on refund of balance at credit of Franking Machine user on cancellation of the licence at OEM end

Prerequisites

- a. The FM licence should be cancelled at OEM end by raising a cancellation request in PoS with reason "FM Cancellation" or "PSD Faulty"
- b. The status of the FM license can be checked using the T code "ZMO_FKG_LICENSES". In the report columns "License Status Desc" and "FM Status Desc" should be showing "Cancelled" status.
- c. The last SOM should be available and descending meter reading should agree with the figure shown in column "Desc Register Reading" in the report "List of Franking Licenses" generated using the T code "ZMO_FKG_LICENSES".

নামাখি প্রক	INDIA POST		Point of Sale		Non Production		
Iralia Ptet	User Name: TEST User23(1	1111420) PO Name: Mys	uru H.O Counter N	lo: 1 Date & Time:	24 Oct 2020 03:21:52 PM	0.00	Image: A start and a start and a start a st
		*©					F4 Daily Operation F5 Customer Service
	Mail	International Mail	E-Payment	Philately			
	Product Sales		Money Remittances	2 Hiscellaneous Services			
	Finance	Franking Machine	Domestic Compare & Book	International compare & Book			
						Ĺ	
							F12 Shortcut

1. Log on to POS and select "Franking Machine"

2. Select "Rebate and Refund" in the next screen



3. Select "Refund" radio button and Refund reason as "Franking Refund License Cancelaltion". Provide CR Number and Licence ID and select mode of payment and enter the amount to be refunded. The amount refunded should be equal to the "Descending meter reading " on the last SOM. In case any amount is pending to be downloaded by the FMU, such amount will be shown under the column head " Rem Funds with RMFS " in "List of Franking Licenses" report available at the Franking portal using the T code ZMOFKG. Such amount remaining in RMFS server can also be refunded after ascertaing the balance at OEM server from the FM vendor.

গানোঁয নক	INDIA POST		Point of Sale	Non Production			
India Poz	User Name: TEST User2	23(11111420) PO Name: M	lysuru H.O Counter No: 1	Date & Time:25 Oct 2020 04:17:22 PM	a.00 🏅	2	8
Rebate and Ref	und					F4 (2)	F5
	Rebate Type				^		
		🔵 Usage	Pre Sorting	Refund		Bill Hold	Customer
		Refund Reason Franki	ng Refund - License Cancellation 🗸 🗸			F6	
	License					Additional	
	CRN/License No.	KN0600001	License Identifier	N800002		Info	
	Rebate/Refund Details						
	Old SOM No.		Old Ascending Register Rea	ding			
	New SOM No.		New Ascending Register Rea	ading			
	Mail Value		Total Consumption				
	ACG 67 Receipt No.		No. Of Articles			510	
	Payment Details					PAYMENT	~
	Rate of Reb	ate	Mode of Payment	heque v			
	Amount (R	(s.) 80000					
< Receipt No.	EM0000020011602	622650 Data 25 (Oct 2020 Quantity	Total Amount 90000 (> `		
Receipt No.	10000020011005	ozzoby Date 250	Qualitity		,0		
Esc		F2	F3	Enter			
Back		Cancel	Reset	Submit			
Canen							

4. Click on submit... The message as seen in the screenshot will be shown. (Type of transaction is wrongly shown as "Franking Rebate" ...this issue will be solved in the next release of PoS)

Rebate Type		
	Usage	Pre Sorting
	Refund Reason	Franking Refund - License Cancellation
License		
CRN/License No	. KN1200009	License Identifier P672018
Rebate/Refund Detai	ls	Employed Creation Dislag
Old SOM No.		Franking Rebate Request Submitted.
New SOM No.		Invoice No.:- FM0039320101599198641
Mail Value		Amount:- 1549.00
ACG 67 Receipt No.		
Payment Details		ОК
Rate of R	ebate	Mode of Payment Cheque
Amount	(Dc.) 1540	
AINOUNU	(13.) 1349	

5. A popup for Supervisor approval will be shown in PoS Back office

						04 03 2020 11	12.02
MASTER DATA	CONFIGURAT	ION PO OPERATION	(B) IPVS	DASHBOARD	(i) REPORT	Welcome PRITHVIRAJ M R	
	2700	*To Dispatch Insured Parcel	*->CLOSE Insured Par	rcel inside INSURED PARC	EL BAG->Approve->	Insert this INSURED BAG ins	
	L					1 Rebate requests for approval	

6. On selection the following window will be shown

Franking Approval 🗲

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SI. No.	Receipt No	CNR No. / ACG Receipt No.	Amount	Booking Time
1	FM0039320101599198641	KN1200009	1549	11:24:53 AM
	-			
	10 de			1

and the second second	Constanting of the	Contraction of the Contraction o	and the second second
Cancel	Reject	Approve	Details

7. Request Details can be viewed by clicking on the "Details" button and click on OK

	Rebate Type		
Туре	Refund	Refund Reason	Franking Refund - License Canci
	License Details		
CRN/License No	KN1200009	Licence Identifier	P672018
	Rebate/Refund Details	87	
Old Som No.		Old Ascending Regist	er
New Som No.		New Ascending Regis	ster
Mail Value		Total Consumption	
Acg 67 Receipt		No. of Articles	<u></u>
Rate of Rebate	Payment Details	Mode Of Payment	Cheque
Amount	1549		R CONTRACTORY

8. Credit memo will be generated number will be displayed.

						04-07-2020 TT'50'T1 1
A MASTER DATA	CONFIGURATION		- Devis	(G) DASHBOARD	(i) REPORT	Welcome PRITHVIRAJ M R
Franking Approva	1>	Credit	Memo Number:- 0910933619			
		SI. No. R	eceipt No CNR No. /	ACG Receipt No. Amo	unt Booking Time	
			No	content in table		
		Cancel	Reject	Approve	Details	

9. Payment authorisation is to be done by the Supervisor in POS BO under Franking -> Payment. On selection the payment authorisation window as shown below will be shown.

शास्त्रीय उक्त India Past	IA POST	Postal Back Office		PO NameMysuru H.OUser NameTEST User23Business Date23/09/2020Cash In Hand0.00		23-09-2020 15:42:52 23-09-2020 15:42:42	D H		
A MASTER DATA	CONFIGURATION	PO OPERA	TION	ee IP V S	OASHBOARD	(1) REPO			
Franking Paymen	t >								
		SI. No.	Receipt No FM0000020011600759075	Credit Memo Numb	er	Amount 6000	Payment Mode Cheque		
		£.	Ca	ncel	Payme	ent		*	
о тата (При при при при при при при при при при п		All Rights	Reserved					③ 4 5. No 多条 早 60 ENG INTL	15:45 23-09-2020

		Postal Back Office	PO Name User Name Business Date Cash In Hand	Mysuru H.O TEST User23 23/09/2020 0.00	23-09-2020 15:42:52 D 23-09-2020 15:42:42 H
MASTER DATA CONFIGURATION	O OPER	Cheque Details			Wekome TEST User23
	Si. No.	Cheque No. Payee Name Amount 6000 Issue Date 23-	09-2020	pde	
	All Rights (Cancel Payme Reserved	ent		کې کې ۲۰۰ کې دې

10. On clicking "Payment button" the follwing window for providing cheque details will be shown

11. Provide the cheque details and click on OK

	Postal Back Office	PO NameMysuru H.OUser NameTEST User23Business Date23/09/2020Cash In Hand0.00	23-09-2020 15:42:52 D 23-09-2020 15:42:52 H
MASTER DATA CONFIGURATION PO OPER Franking Payment > S. Ro. 1	Cheque Details Cheque No. 1234567 Payee Name m Amount 6000 Issue Date 23 OK	15 -09-2020	Wekome TEST User23
O TATA CONSULTANCY SERVICES All Rights	Cancel Payn Reserved	ent	(2) (2) 15 9. 15 (2) 条 12 (1) ENG 15:45 (NTL 23-09-2020

The user has to check the document number in SAP using T code FBL5N and process the document using F-58. Once the payment document is posted, cheque can be issued using FCH5.